

December 17, 1954

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

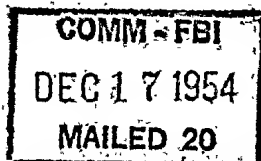
The Bureau is pleased to advise you that you are  
being removed from a probationary status.

Sincerely yours,

John Edgar Hoover  
Director

cc - Mr. Nichols (Personal Attention)  
Mr. Harbo (Inspector's Aide)  
Movement  
Leave  
[redacted] b6  
[redacted] b7C  
[redacted] (sent direct)

FDH:RLP  
(8)



67-117116-242  
Searched .....  
Numbered .....  
DEC 17 1954  
FEDERAL BUREAU OF INVESTIGATION

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
andy \_\_\_\_\_

55 DEC 22 1954

January 17, 1955

Personal and Confidential

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

It gives me considerable pleasure to commend you in this manner for the exceptional quality of the January, 1955, issue of "The Investigator" which was published under your over-all supervision.

This past issue is a credit to you as the Editor, as well as the employees who took part in its preparation, and I want to express my sincere appreciation for your excellent services in this instance.

Sincerely yours,  
J. Edgar Hoover

cc: Mr. Nichols (Personal Attention)

EJL:rk  
(67-109106)  
(4)

RECEIVED RE  
47 6

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAILED 8  
JAN 18 1955  
COMM-FBI

58 JAN 20 1955

RECORDED-MA

peris

67-109106-243  
JAN 18 1955  
FBI

JPM

5

MR. NICHOLS

January 5, 1955

DIRECTOR, FBI

POSITION CLASSIFICATION MATTERS  
ESTABLISHED POSITIONS IN  
RECORDS AND COMMUNICATIONS DIVISION

This is to advise you of the approval on December 23, 1954, of the establishment of the following positions:

Supervisory Special Agent GS 15 (GS 1811-15-54-D-235). Incumbent serves as Chief of the Crime Records-Research Section, Records and Communications Division. This position is limited to one incumbent.

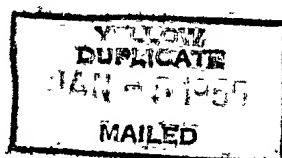
Supervisory Special Agent GS 15 (GS 1811-15-54-D-236). Incumbent serves as Chief of the Crime Records-Statistical Section, Records and Communications Division. This position is limited to one incumbent.

The necessary action is being taken to assign W. A. Jones, to the position Supervisory Special Agent GS 15 (GS 1811-15-54-D-235) and to assign A. E. Leonard to the position Supervisory Special Agent GS 15 (GS 1811-15-54-D-236).

LID:blb  
(8)

b6  
b7C

CC: Mrs. [redacted] (sent direct)  
(Please note action to be taken as set forth in the last paragraph.)



55 JAN 10 1955

# Office Memorandum

UNITED STATES DEPARTMENT OF JUSTICE

TO : Mr. Nichols

FROM : H. J. [redacted]

SUBJECT: SA WILLIAM E. RICH  
RETIREMENT STORY  
THE INVESTIGATOR

Mr. Mohr has inquired as to why mention was made of SA Rich's retirement in connection with his 25-year write-up in the "Distinguished Service" section of "The Investigator."

## BACKGROUND:

**M. A. JONES**

By letter dated June 7, 1954, SA Rich said "I hereby request that I be placed in an inactive status (and retirement in due course) effective at the close of business July 24, 1954." By letter dated June 16, 1954, the Bureau acknowledged receipt of this letter. Rich's original letter was routed to SA Dalbey and SA Leinhardt of the Crime Records Section and by them to [redacted], the clerical employee who, at the time, was the Managing Editor of "The Investigator." All three initialed this letter. As a standard practice, a tickler copy of such retirement letters are always designated in my name; however, no tickler copy was designated in this case. By letter dated June 24, 1954, the Bureau forwarded SA [redacted] his 25-Year Service Award Key and on the same date, the Director sent a telegram congratulating him on his 25th Anniversary in the Bureau.

Under date of July 22, 1954, there is a memorandum in SA [redacted] file which indicates that Movement Section, through an error, did not have knowledge of [redacted] request for retirement.

There should have been a statement at the end of SA [redacted] 25 Year Story in "The Investigator" for August to the effect that SA Rich was to retire effective July 24, 1954. I have had [redacted] (who has just finished New Agents' Class and is reporting to Newark Monday) contacted but he does not recall this matter specifically. It is procedure to make a record of such retirement letters in a log book and then verify the retirement at a later date with Movement Section. Quite probably, [redacted] made this check with Movement Section and since they had no record of SA Rich's retirement, he took no further action but merely relied on receiving a copy of some further communication re Rich. A brief statement re SA Rich's retirement is appearing in the December, 1954, Investigator.

**RECOMMENDATION:** [redacted] definitely should have done more checking. Movement Section had no information re Rich. He should have pulled Rich's file to see whether or not his retirement was effective and, therefore, included in his 25-year write-up. [redacted] was not as careful and thorough as he should have been, and it is recommended that he be reprimanded as a part of his [redacted] file. It is suggested he should receive a letter of reprimand.

58 DEC 22 1954

... ..

November 28, 1964

... ..

... ..  
retirement which will appear in ... ..  
"The Investigator."

b6  
b7C

I think [redacted]  
should be  
censured. (I think [redacted] should be censured.)

I  
agree and  
recommend  
censure of M.A. Jones  
for failure of his  
section in this instance

(I agree and recommend  
censure of M. A. Jones  
for failure of his Section  
in this instance.)  
JPM

OK  
11/29

Agree  
Jones  
11/30

OK  
11/30

February 6, 1955

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

I want to take this means of  
extending to you my sincere congratulations  
upon your sixteenth anniversary with Bureau.  
I know that you are as proud of your record  
as we are and we are certainly looking forward  
to having you with us for many years to come.

Sincerely,

(5) J. Edgar Hoover

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

RECEIVED-100  
FEB 10 5 30 AM '55  
JEH:eh

55 FEB 10 1955

SENT FROM D. O.  
TIME 8:15 AM  
DATE 2/7/55  
BY *hgh*

109106244

Searched	_____
Numbered	41
15 FEB 10 1955	
FEDERAL BUREAU OF INVESTIGATION	

*hgh*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

FROM : M. A. Jones

SUBJECT: THE INVESTIGATOR  
JANUARY, 1955, ISSUE

DATE: Jan. 12, 1955

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Ladd \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

There is attached a copy of the January, 1955, issue of "The Investigator," and we definitely are of the opinion that this is one of the best issues of "The Investigator," which has been published to date.

The two-color winter-scene cover is particularly effective and likewise we feel the layout for the Director's birthday message on the inside front cover has been very well done.

Upon review, we believe you will concur in our opinion that the general layout and organization of this issue has been well executed and that the caliber of the write-ups is generally superior to that appearing in "The Investigator" for past years.

We are of the definite opinion that the people who are responsible for the layout and reproduction of this magazine should be commended, as well as Mr. William P. Hogan, Managing Editor of the magazine.

Specifically, we would like to recommend that [redacted] Exhibits Section, who is charged with the responsibility of preparing the magazine layout, be commended for her superior and effective design and layout. Likewise, we feel that a letter should be directed to Mr. Leo Gauthier in which mention is made of the excellent art work appearing in the magazine and of the excellent supervision being given the design aspects of preparing the magazine. This letter should in particular mention the work of Mr. [redacted] who has general supervisory direction over [redacted].

Likewise, we recommend that a letter of commendation be sent to Mr. R. C. Renneberger in which the superior work of his Section in the magazine is set out. Special mention should be made of the two-color cover on the January issue and this letter should also mention the careful attention given the preparation of photographic negatives by Mr. [redacted]. Mr. [redacted] Mechanical Section, who supervised the preparation and reproduction of the special cover, should be specifically mentioned also.

It is recommended that the letter to Mr. [redacted] Crime Records Section, mention the high caliber of the Distinguished Service write-ups,

CC: Mr. Nichols

Attachment (1)

HPL:imz  
(4)

13 JAN 20 1955

3 JAN 19 1955

Memorandum to Mr. Nichols

January 12, 1955

the general over-all content of the magazine and commenting on the ingenuity he has used in making the magazine of greater interest to Bureau employees.

RECOMMENDATION:

It is recommended that letters of commendation as set forth above be prepared by the Administrative Division.

I think Jones &  
Reinhardt should  
be included  
voo

Jones  
Reinhardt

OK  
1-13  
✓

ltrs. of comm  
1-17-55

Epil  
rk

OK

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Vicer*

DATE: January 25, 1955

FROM : L. B. Nichols *LBN*

SUBJECT:

HANDLING OF SUMMARY OF NAMES  
 CONNECTED WITH THE CLARKE SCHOOL  
 FOR THE DEAF; NORTHAMPTON, MASSACHUSETTS

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

M. A. JONES

By memorandum dated January 24, 1955, from Mr. Jones to me, which was prepared by Supervisor [redacted] it was pointed out the files were reviewed on the officers and corporators of the Clarke School for the Deaf. The following paragraph appeared in the memorandum purporting to set forth derogatory information:

[redacted] - Northampton, Massachusetts -  
 On the stationery of [redacted] New York City, an open letter to President Truman, dated May 15, 1951, criticized the loyalty program and appealed to President Truman to rescind his Loyalty Board Order and to give serious consideration to the unfitness of Assistant Attorney General J. M. McInerney and J. Edgar Hoover, Director, FBI, for the important offices they held. The list of names at the end of this letter included [redacted] (not further identified). It is noted the names 'Dwight D. Eisenhower' and 'Max Lowenthal' are included. (100-380602-4)"

Based upon this, I asked Mr. Jones to secure for me a copy of the alleged letter prepared on the stationery of [redacted]. The copy which Mr. Jones furnished me is attached hereto. It is a photostat and a list of names is attached to the back of the letter which would indicate these names appeared as signers of the letter.

In checking back on what happened to the letter, since the President's name appears thereon as a signer, along with [redacted] Max Lowenthal and others, I found in the file a covering letter from [redacted] dated May 8, 1951, addressed to "Dear Friend" pointing out that "the enclosed open letter of protest to the President is sent you in the belief you may wish to sign it. Your reply should reach me by May 13."

cc: Mr. Jones *1/8*  
 LBN:MB *35 FEB 17 1955*

(4) copy rec'd 2-17-55 (SS)  
 1 copy auto

7-16-55 (62)

*Let's of enclosure for back 32*  
*Dem/Back Jones*  
*2-7-55*

CLASSIFYING

*3-10-55*

Attached to this was a list of names. It is obvious from this that the list of names were not signers of the letter, but the letter was sent to the list of names soliciting their signature to the letter. The file itself reflects that the letter was given to us by numerous individuals and at least two declined to sign the letter and wrote [ ] to that effect.

I assumed Mr. Jones' memorandum of January 24, containing the above-quoted paragraph, gave an accurate story and it was based upon this that I recommended the Director turn down the request to permit his name to be used as a sponsor since it would be untenable for the Director to be sponsoring an organization where one of the incorporators had signed a letter calling for the Director's removal. However, in checking back, I find that I based my conclusion on incomplete and inaccurate information.

Mr. [ ] explanation and also Mr. Jones' explanation follow:

MR. [ ] COMMENTS:

b6  
b7C

Per Mr. Nichols' request I initiated a search for unfavorable information concerning the officers and incorporators of captioned school. One reference was located under the name [ ]. This was the photostat of the open letter to the President referred to above with the list of names on the last page. I reviewed the photostat and cover letter for serial 4 and dictated the above-quoted paragraph which, incidentally, I seriously considered not reporting since the [ ] was not further identified and because of the presence of President Eisenhower's name on the list. Contents of the cover letter should have put me on sufficient notice to further question the letter.

b6  
b7C

I have since determined that the photostat is incomplete; that it bears two serial numbers; that a photostat of the [ ] cover letter is part of [ ]; that photostat is improperly assembled and that apparently the index card is incorrect. Had the name [ ] been properly indexed to file [ ] the complete facts would have been immediately available and the questioned paragraph not reported.

b6  
b7C

In any event, complete facts were in Bureau files and responsibility to determine and to accurately report the facts to Mr. Nichols is solely mine. Every effort will be made to prevent a recurrence.

MR. JONES' COMMENTS:

While actually there is no excuse for a failure to run out this matter, I do want to mention that I put all pressure possible on [ ] to get this matter out before night since you had indicated you wanted it that day. In view of the urgency, [ ] handled the matter personally, taking the names up to Records Section for search, then running out to eat a bite and coming back to take the search slips to Ident. He went through 15 or 20 search slips of files in a very short time.

b6  
b7C

I relied on the accuracy of the file check and did not pursue the matter further personally since it appeared to me that the whole thing was rather inconsequential. I could not conceive of Eisenhower's knowingly signing such a letter and, thus, the whole thing seemed phony.

I am using this incident in a forthcoming conference of supervisors to show how necessary it is to cover every angle in a file check.

CONCLUSIONS AND RECOMMENDATIONS: LBN:arm 2-1-55

That the matter was mishandled by Mr. [ ] and Mr. Jones is an understatement. I have severely censured both Jones and [ ]. I have told them I will not tolerate another repetition. I pointed out that based upon their memorandum I had gone so far in a memorandum which I had dictated but which had not been acted upon as to suggest the Director decline the invitation from [ ] on the ground that the Director could not be affiliated with an organization whose Board of Directors had a member who urged the Director's dismissal, only to find this was incorrect information. Both Jones and [ ] have expressed their deep regret. I see no need for any further administrative action on this matter.

b6  
b7C

I recommend  
strong letters  
of censure to  
Jones and [ ]  
2/2

This should be  
done. Such gross  
carelessness & lack  
of accuracy is  
truly indefensible.  
J.

b6  
b7C

U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON 25, D. C.

FORM APPROVED  
BUDGET BUREAU NO. 50-R064

Prepared by: *tle*  
Checked by: *tle*  
Filed by: *tle*

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS.-MRS.-FIRST-MIDDLE INITIAL-LAST) <b>MR. MILTON A. JONES</b>		2. DATE OF BIRTH <b>1-24-13</b>	3. JOURNAL OR ACTION No. <b>F. B. I. 19865</b>	4. DATE <b>1-14-55</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>REASSIGNMENT</b>		6. EFFECTIVE DATE <b>1-16-55</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>EXCEPTED BY LAW</b>	
FROM <b>Special Agent GS 15 \$11,050 per annum</b>		8. POSITION-TITLE <b>Supervisory Special Agent</b>	TO <b>Same Same Division Four Crime Records-Research E D. C.</b>	
<input checked="" type="checkbox"/> FIELD. <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD. <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input checked="" type="checkbox"/> WW1 <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION <b>FBI#54-D-235 Series 1811 Vacancy-new pos approved by FBI on 12-28-54</b>		
15. SEX <b>M</b>	16. RACE <b>M</b>	17. APPROPRIATION S. & E. FBI FROM: <b>Same</b> TO: <b>Same</b> APPROVED		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <b>Yes</b>
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:		
<div style="display: flex; justify-content: space-between;"><div><i>J. E. Hoover</i> DIRECTOR, F. B. I.</div><div><i>51</i> <i>File</i> <i>glw. tle</i></div></div>				
REMARKS: The provisions of the Universal Military Training and Service Act of 1951 have been complied with. The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law #253, approved 11-1-51.				
51 FEB 15 1955				
67-NOT RECORDED-9				
SIGNATURE OR OTHER AUTHENTICATION				

February 7, 1955

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

Careful consideration has been given to the inaccurate information contained in a memorandum prepared under date of January 24, 1955, for Bureau officials by an agent under your supervision in connection with certain research pertaining to officers and corporators of the Clarke School for the Deaf, Northampton, Massachusetts. As you are aware the memorandum in question incorrectly indicated that the name of one of the corporators of this school was contained on a list of signers of an open letter to former President Truman appealing for a rescission of his Loyalty Board Order and for consideration of my alleged unfitness as Director of the FBI, when a careful review of the letter should have alerted the reporting agent to the fact that the list referred to above was a compilation of names to whom the open letter was sent for consideration and there was no indication that the corporator had in fact signed the letter to Mr. Truman.

As Chief of the Crime Records Section of the Records and Communications Division it is your responsibility to insure that personnel under your supervision properly perform their duties. It is obvious that you failed to adequately discharge your responsibility in this regard in this instance and there appears to be absolutely no excuse for the gross carelessness and lack of accuracy which occurred in the handling of this matter. In the future you will be expected to insure that memoranda prepared by personnel under your supervision are accurate in all details so that there will be no further occasion to communicate with you in this regard.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover

Director

FEB 14 1955

(Personal Attention)

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

55 FEB 15 1955

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME JONES, MILTON A.		2. GRADE AND COMPONENT OR POSITION SA	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION ANNUAL	6. DATE OF EXAMINATION 1-25-55
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE*
11. ORGANIZATION UNIT			
12. DATE OF BIRTH 1-24-13		13. PLACE OF BIRTH KY	
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS Bethesda		16. OTHER INFORMATION	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL LAST SIX MONTHS
-------------------------	---

CLINICAL EVALUATION	
NORMAL	ABNOR- MAL
X	18. HEAD, FACE, NECK, AND SCALP
X	19. NOSE
X	20. SINUSES
X	21. MOUTH AND THROAT
X	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
X	23. DRUMS (Perforation)
X	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
X	25. OPHTHALMOSCOPIC
X	26. PUPILS (Equality and reaction)
X	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
X	28. LUNGS AND CHEST (Include breasts)
X	29. HEART (Thrust, size, rhythm, sounds)
X	30. VASCULAR SYSTEM (Varicosities, etc.)
X	31. ABDOMEN AND VISCERA (Include hernia)
X	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
X	33. ENDOCRINE SYSTEM
X	34. G-U SYSTEM
X	35. UPPER EXTREMITIES (Strength; range of motion)
X	36. FEET
X	37. LOWER EXTREMITIES (Except feet) (Strength; range of motion)
X	38. SPINE, OTHER MUSCULOSKELETAL
X	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X	40. SKIN, LYMPHATICS
X	41. NEUROLOGIC (Equilibrium tests under item 78)
X	42. PSYCHIATRIC (Specify any personality deviation)

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

Dev. septum  
tonsils present

Anal fissure - 7 o'clock

V.S. - left arm  
chicken pox scars over ant. & post. chest

Females only (Check how done)	
43. PELVIC	<input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
O—Restorable teeth X—Missing teeth (6 X 8)—Fixed bridge, brackets to include abutments Nonrestorable teeth XXX—Replaced by dentures																Type III Class 1	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L	E
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	F	T
X																	

RECORDED-43

67

109106 247

45. URINALYSIS: SP. GR. 1.020			46. CHEST X-RAY (Place, date, film number, result)			47. SEROLOGY (Specify test used and result)		
ALBUMIN Neg.	SUGAR Neg.	MICROSCOPIC Neg.	Negative			Kahn, Negative		
48. EKG Normal			49. BLOOD TYPE AND RH FACTOR			50. OTHER TESTS		

5 FEB 18 1955

55 FEB 21 1955

Entered on card 2-15-55 4434/mje

MEASUREMENTS AND OTHER FINDINGS																																									
51. HEIGHT <div style="text-align: center;">73</div>		52. WEIGHT <div style="text-align: center;">204</div>		53. COLOR HAIR <div style="text-align: center;">Lt. Brown</div>		54. COLOR EYES <div style="text-align: center;">blue</div>		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input checked="" type="checkbox"/> OBESSE <input type="checkbox"/>																																	
57. BLOOD PRESSURE (Arm at heart level)		58. PULSE (Arm at heart level)																																							
SITTING	SYS. 120 DIAS. 50	RECUMBENT	SYS. 115 DIAS. 50	SITTING	72	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.																																
59. DISTANT VISION			60. NEAR VISION			61. NEAR VISION																																			
RIGHT 20/ 25			CORR. TO 20/			CORR. TO BY																																			
LEFT 20/ 25			CORR. TO 20/			CORR. TO BY																																			
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD																																									
63. ACCOMMODATION			64. COLOR VISION (Test used and result)			65. DEPTH PERCEPTION (Test used and score)																																			
RIGHT LEFT			AOC 40 Normal			UNCORRECTED																																			
						CORRECTED																																			
66. FIELD OF VISION			67. NIGHT VISION (Test used and score)			68. RED LENS		69. INTRAOCULAR TENSION																																	
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																																	
RIGHT WV 15 /15 SV 15 /15		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td>250</td> <td>500</td> <td>1000</td> <td>2000</td> <td>3000</td> <td>4000</td> <td>8000</td> </tr> <tr> <td></td> <td>250</td> <td>512</td> <td>1024</td> <td>2048</td> <td>3072</td> <td>4096</td> <td>8192</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							250	500	1000	2000	3000	4000	8000		250	512	1024	2048	3072	4096	8192	RIGHT								LEFT									
	250	500	1000	2000	3000	4000	8000																																		
	250	512	1024	2048	3072	4096	8192																																		
RIGHT																																									
LEFT																																									

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

Consultation Report 1-25-55 - anal fissure at 7 o'clock. -- present 4-5 yrs. Occasional bleeding -- bright red. Request your exam. & operative opinion. No pruritis. Provisional Diag. - anal fissure. /S/ N.P. Aspen

2-2-55 Recent acute fissure now healing. negative sigmoidoscopy to 9"

Prescription Suppositories

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P	U	L	H	E	S
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS QUALIFIED FOR strenuous phys. exertion & use of firearms. <input type="checkbox"/> IS NOT						78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER					
						A	B	C	E		
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE /S/ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE <span style="float: right;">b6 b7c</span>					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE /S/ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE <span style="float: right;">NUMBER OF ATTACHED SHEETS</span>					

ATTACHMENT TO STANDARD FORM 88  
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical  
(is or ~~is not~~)  
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

No  
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

b6  
b7C

14 Feb '55  
(Date)  
67-109106-247

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE -  
DATE 07-19-2010

April 11, 1955

~~PERSONAL AND CONFIDENTIAL~~

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

Your inadequate handling of arrangements for a tour of the FBI by two students of Colgate University has come to the attention of the Bureau. Specifically, on March 28, 1955, you were instructed to make arrangements for this tour to take place on March 31, 1955, and you were advised that I had agreed to personally meet these men. However, you failed to see that my office was notified of the date of the tour and you further neglected to see to it that your subordinates who handled this tour advised me of this information.

You were seriously at fault in this situation in failing to promptly advise my office of the date of this tour and in failing to see to it that your subordinates had taken this action. In the future you will be expected to perform your duties with greater consideration for the best interests of the Bureau in order that there will be no further need to criticize you in this manner.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

COMM - FBI

APR 12 1955

MAILED 2A

DCM:baf  
(4)

CC: Mr. Nichols (Personal Attention)

Based on memo from Mr. Nichols to Mr. Tolson dated 3/31/55,  
JJM:ptm:jec

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED 138

9 APR 14 1955

FEDERAL BUREAU OF INVESTIGATION

26 APR 18 1955

00

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

4-5-55

I certify that I have received the following Government property for official use:  
~~returned~~

OPERATIONS AND PROCEDURES MANUAL ON PERSONNEL MATTERS No. 6

FILE

3-M

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

NOT RECORDED

Very truly yours,  
Milton A. Jones

Milton A. Jones

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

b6  
b7C

Name of Employee: MILTON A. JONES

Where Assigned: Records & Communications Div Crime Records Section  
(Division) (Section, Unit)

Payroll Title: Special Agent, Chief Crime Records

Rating Period: from April 1, 1954 to March 31, 1955

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*M.A.J.*

Rated by:	<u>John J. McGuire</u>	<u>Inspector</u>	<u>3-31-55</u>
	Signature	Title	Date
Reviewed by:	<u>L. B. Nichols</u>	<u>Assistant to</u>	<u>3-31-55</u>
	Signature	the Director	Date
Rating approved by:	<u>J. F. Mohr</u>	<u>Assistant Director</u>	<u>APR 11 1955</u>
	Signature	Title	Date

## TYPE OF REPORT

☒ Official  
☒ Annual

55  
26 APR 19 1955

1-8 APR 11 1955

67-109106-249

Searched .....  
 Indexed .....  
 Administrative .....  
 ( ) 60-day .....  
 ( ) Transfer .....  
 ( ) Separation from service .....  
 ( ) Special .....

APR 14 1955

3-8pm/100

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

00

8

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MILTON A. JONES Title Chief  
Crime Records Section  
Rating Period: from 4/1/54 to 3/31/55

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- |   |   |
|---|---|
| <p><u>✓</u> (1) Personal appearance.<br/><u>✓</u> (2) Personality and effectiveness of his personal contacts.<br/><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/><u>+</u> (4) Physical fitness (including health, energy, stamina).<br/><u>✓</u> (5) Resourcefulness and ingenuity.<br/><u>+</u> (6) Forcefulness and aggressiveness as required.<br/><u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/><u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.<br/><u>✓</u> (9) Planning ability and its application to the work.<br/><u>✓</u> (10) Accuracy and attention to pertinent detail.<br/><u>+</u> (11) Industry, including energetic consistent application to duties.<br/><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.<br/>____ (14) Technical or mechanical skills.<br/>____ (15) Investigative ability and results:<br/>    ____ (a) Internal security cases<br/>    ____ (b) Criminal or general investigative cases<br/>    ____ (c) Fugitive cases<br/>    ____ (d) Applicant cases<br/>    ____ (e) Accounting cases<br/>____ (16) Physical surveillance ability.</p> | <p><u>+</u> (17) Firearms ability.<br/>____ (18) Development of informants and sources of information.<br/><u>✓</u> (19) Reporting ability:<br/>    ____ (a) Investigative reports<br/>    <u>✓</u> (b) Summary reports<br/>    ____ (c) Memos, letters, wires<br/>    (Consider: ____ conciseness; ____ clarity; ____ organization; ____ thoroughness; ____ accuracy; ____ adequacy and pertinency of leads; ____ administrative detail.)<br/><u>✓</u> (20) Performance as a witness.<br/>____ (21) Executive ability:<br/>    <u>✓</u> (a) Leadership<br/>    <u>✓</u> (b) Ability to handle personnel<br/>    <u>✓</u> (c) Planning<br/>    <u>✓</u> (d) Making decisions<br/>    <u>+</u> (e) Assignment of work<br/>    <u>✓</u> (f) Training subordinates<br/>    <u>✓</u> (g) Devising procedures<br/>    <u>+</u> (h) Emotional stability<br/>    <u>+</u> (i) Promoting high morale<br/>    <u>✓</u> (j) Getting results<br/>____ (22) Ability on raids and dangerous assignments:<br/>    ____ (a) As leader<br/>    ____ (b) As participant.<br/><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.<br/><u>+</u> (24) Ability to work under pressure.<br/>____ (25) Miscellaneous. Specify and rate:<br/>    <u>+</u> Dictation ability<br/>    <u>+</u> Automobile driving ability</p> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Chief, Crime Records Section

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Research

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

**SATISFACTORY**

ADJECTIVE RATING: \_\_\_\_\_

Outstanding, Satisfactory, Unsatisfactory

March 30, 1955

MILTON A. JONES  
CHIEF, CRIME RECORDS SECTION  
GS-15, \$11, 050  
EOD - 2-6-39

Mr. Jones is loyal, industrious and accepts responsibility. He turns out a great volume of work in the Crime Records Section and keeps close watch over the Unit. He has tremendous personal drive and can be entrusted to handle delicate and sensitive data. He has been censured on three occasions during the past year resulting from errors made by personnel within the Unit under his supervision and he has been commended by the Director twice during the year. I consider his work entirely satisfactory. He has always devoted his complete energies to the Bureau and is interested in advancing in the Bureau. I have always considered Jones capable of administering a field office as an SAC. I feel, however, his assignment at the Seat of Government is more important than a field assignment.

LBN:ptm  
(2)

*m j*

100 4 15 0-11-22

May 18, 1955

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

b6  
b7C

The Bureau has noted that on the evening of May 10, 1955, an agent serving under your supervision was instructed to prepare a special memorandum regarding [redacted] and to submit it by 9:00 a.m. the following morning. Because of a lack of appreciation of problems inherent in the preparation of this memorandum an insufficient amount of time was allowed for the dictation and transcription of the correspondence in question with the result that it was not submitted in time to meet the deadline set.

As Chief of the Crime Records Section of the Records and Communications Division you should have properly indoctrinated personnel under your supervision to respect deadlines set by Bureau officials. Accordingly, you will be expected to take measures to prevent the repetition of such a delinquency on the part of your subordinates.

Very truly yours,

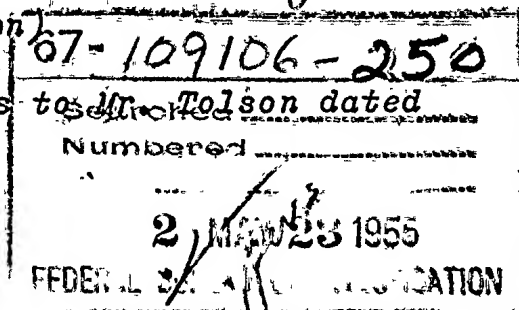
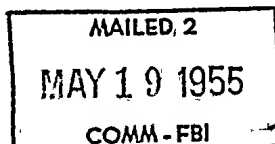
J. Edgar Hoover.

John Edgar Hoover  
Director

CC: Mr. Nichols (Personal Attention)

Based on memo from Mr. Nichols to Mr. Tolson dated 5/11/55, LBN:arm. 100

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



RECEIVED  
MAY 18 6 12 PM '55

gpm

He  
wee

5 MAY 25 1955

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Viper*

DATE: March 31, 1955

FROM : L. B. Nichols

SUBJECT:

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

*John J. McGuire*

Reference is made to the attached memorandum of Mr. Jones dated March 23, 1955, and the slip from the Director's Office of today's date concerning the tour for two Colgate students. The Director observed he did not get this in time so he did not see them, observing we should get some advance notice. *b6*  
*b7C*

*M. A. Jones**E. C. Kemper**B. M. Suttler*

Mr. [ ] in the Department made arrangements through my office on Monday of this week March 28th, advising Mr. McGuire that both students would be free to spend a half a day at the FBI on March 31st and Mr. McGuire made arrangements for both boys to come directly to Mr. Jones' Office where Agent Suttler, who had been designated to handle them, would meet them and take them over for a period of indoctrination and explanation of the Bureau's work. Mr. McGuire Monday after talking to Mr. [ ] buzzed Mr. Jones on the dictograph advising him to make Suttler available to handle this Thursday and to complete all the arrangements as the Director had approved having these two boys and approved outlining our work to them, but not to let them have any examination of actual case records. Mr. McGuire confirmed this by placing a routing slip on the original memorandum and checked it to Mr. Jones. The memorandum had not yet been returned to Jones or the Director's Telephone Room and would have to be initiated by Mr. Jones prior to being sent to the Director's Office prior to the tour. Mr. Jones advised that the routing slip attached to the memorandum was received by him Monday afternoon; that he designated Suttler to handle the tour and furnished all the material to Kemper. Jones did not notify the Director's Office of the date of the tour. Mr. Kemper gave all of the material to Mr. Suttler two days ago and he did not notify the Director's Office of the time of the tour. Mr. Suttler was on sick leave yesterday and did not have the material in front of him until shortly before 9:00 o'clock this morning. The routing slips had been detached from the original memorandum in the Crime Records Section by Mr. Kemper who sent the original back to the Director's Office on 3-28-55, result being that the Director's Office has never specifically been advised of the exact date when these students would be in. The Director's Office sent the original of the memo to the Records Section for processing.

26 APR 22 1955

JJM:ptm:jec

CORDED-148

67-468396-34

Searched

Numbered

Memo for Mr. Tolson from L. B. Nichols

The responsibility rests right here in my office for not having followed through the entire matter in working out all of the arrangements here as neither Jones, Kemper or Suttler followed through as instructed, but detached the routing slip with the pertinent information on it and did not send it on back to the Director's Office as should have been done. I regret that we have fouled this up and you can be reassured there will be no recurrence.

*W. J. Jones*

McGuire should have  
notified Director's office.  
LBN

*I recommend letters  
to McGuire, Jones,  
Kemper and Suttler*

4-3

*✓*  
*yes.*  
*H.*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *PN*

DATE: May 11, 1955

FROM : M.A. Jones *✓*b6  
b7C

SUBJECT:

PREPARATION OF MEMORANDUM

M.A. Jones

\*Crime Records

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

You requested an explanation as to why our memorandum did not reach you at 9:00 a.m. as you instructed.

I first learned of this matter when I arrived a few minutes before 8:00 this morning. The man on late duty last night obviously should have advised me. As I see it, when a specific deadline like this is to be met it is always bad to count on getting something out in the morning. There are too many uncertainties which might arise to cause delays.

At the conference in the morning with all supervisors I am going to discuss this point in some detail so that in the future such a situation will not arise. I very much regret that we failed to meet the dead line that you set.

MAJ:mcg  
(2)

RECORDED - 145

26 JUN 1 1955

67-109106-251	
Searched	142
Numbered	
2 MAY 25 1955	
FEDERAL BUREAU OF INVESTIGATION	

1 Copy auto  
5/27/55 (8.5)

3-10-55  
J. Edgar Hoover

May 25, 1955

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

Your failure to insure that a letter addressed to Mr. [redacted] under date of May 20, 1955, was prepared in accordance with my instructions was most serious. This letter, which was prepared in your section for my signature, did not mention the fact that I had talked to Congressman John J. Rooney concerning a certain matter although I had instructed that this information be included in the letter to Mr. [redacted]. There is no excuse for the atrocious manner in which this matter was handled in your section.

b6  
b7C

It is evident that you did not properly discharge your responsibilities as Chief of the Crime Records Section the Records and Communications Division in this instance. In the future you will be expected to perform your supervisory duties in a more efficient manner so that it will not be necessary to criticize you again for such a dereliction.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

NEM:alh

(4)

CC: Mr. Nichols (Personal Attention)

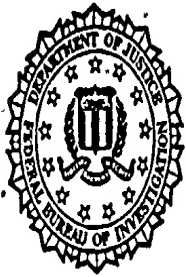
Based on memo to Mr. Nichols from M. A. Jones 5/23/55, MAJ:rm  
Also see cover memo H. L. Edwards to Mohr 5/24/55, JLC:klm

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

26 MAY 27 1955

67-109106-252

RECEIVED READING ROOM  
FBI  
MAY 25 11 29 AM '55



00  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

FD-253 (11-22-54)

WASHINGTON 25, D. C.

In Reply, Please Refer to

File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Fannie M. Jones Relationship Wife Date 5/25/55  
Address Rt 1, Box 438 Annandale VA

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Fannie M. Jones Relationship Wife Date 5/25/55  
Address Rt 1, Box 438 Annandale VA

57  
MAY 25 1955

Very truly yours,  
NOT RECORDED

Milton A. Jones  
Special Agent

July 26, 1955

Mr. Nichols ✓

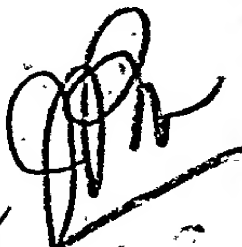
b6  
b7C

You requested sometime ago that appropriate explanations be secured concerning the atrocious mistake in addressing Senator Goldwater. I deferred sending this up since the stenographer involved was on leave. Attached are explanations from [ ] and Miss [ ]. Neither has a leg to stand on, and the same applies to me. I, of course, knew that Goldwater is a Senator. In fact, when I was reading the letter I had a feeling that something was peculiar but for some reason passed the thing. I had a conference with [ ] and [ ] this morning and stressed the seriousness of this error and how we must lean over backwards to be accurate.

  
M. A. Jones

  
Enclosures

MAJ:mad

3-

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:

~~returned~~

TIME AND ATTENDANCE MANUAL # 230

RETURNED

MANUAL OF LEAVE REGULATIONS # 227 ✓

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE  
3-M

PER pt

STANDARD ORDER

Very truly yours,

Milton A. Jones

Mr. Nichols

7/18/55

Director, FBI

*Division Four*  
FIREARMS DELINQUENCIES

The following personnel of your Division are delinquent in firearms training for the first half of the calendar year 1955;

L. B. Nichols, delinquent 4 shoots, fiscal year 1955  
C. D. DeLoach, delinquent 4 shoots, fiscal year 1955  
N. G. Smond, delinquent June shoot  
M. A. Jones, delinquent June shoot  
E. C. Kemper, delinquent June shoot  
H. P. Leinbaugh, delinquent June shoot  
A. E. Leonard, delinquent June shoot  
J. J. McGuire, delinquent June shoot.

This is an undesirable situation, and I want all firearms delinquencies removed by the close of business July 28, 1955, unless meritorious circumstances exist, in which event you shall submit an explanation and advise when the delinquency will be removed.

The Training and Inspection Division is under instructions to report firearms delinquencies for fiscal year 1955 which have not been made up by the close of business July 28, 1955, and to submit to me appropriate recommendations for administrative action.

JSR:ATP & EDM:dmg  
(3)

(Based on memo R. T. Harbo to Mr. Tolson, 7/18/55, RE: FIREARMS TRAINING, BUREAU OFFICIALS AND SUPERVISORS, JSR:ATP)

(Based on cover memo R. T. Harbo to Mr. Tolson 7/18/55, RE: STATUS OF FIREARMS TRAINING FOR INVESTIGATIVE PERSONNEL AT THE SEAT OF GOVERNMENT)

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



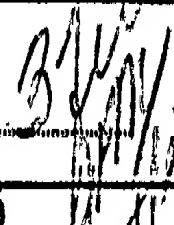
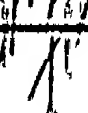
53 JUL 25 1955

COMM - FBI  
JUL 7 1955  
MAILED 19

043-426
RECEIVED
Jul 11 1955
INVESTIGATION

RECEIVED - ROOM  
FBI

THREE  
JUL 13 10 00 AM '55

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation					2. Pay roll period		3. Block No.		4. Slip No. <div style="border: 1px solid black; padding: 2px; display: inline-block;">30053</div>	
5. Employee's name (and social security account number when appropriate) <div style="display: flex; justify-content: space-between;"> <span>MILTON A. JONES</span> <span>13660 <del>XXXX</del></span> <span>SA</span> </div>					6. Grade and salary <div style="display: flex; justify-content: space-between;"> <span>GS 15,</span> <span>\$11,300</span> </div>					
PAY ROLL CHANGE DATA										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX <small>retirement</small>	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:						11. Appropriation(s) <div style="border: 1px solid black; padding: 10px; width: 100px; margin: 10px auto;">  </div>			12. Prepared by	
									13. Audited by	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input checked="" type="checkbox"/> Periodic step-increase             <input type="checkbox"/> Pay adjustment             <input type="checkbox"/> Other step-increase         </div> <div style="text-align: right;">  </div> </div>										
14. Effective date <div style="font-size: 1.2em;">7-17-55</div>	15. Date last equivalent increase <div style="font-size: 1.2em;">1-17-54</div>	16. Old salary rate <div style="font-size: 1.2em;">\$11,050</div>	17. New salary rate <div style="font-size: 1.2em;">\$11,300</div>	18. Performance rating is satisfactory or better. <div style="text-align: right; margin-top: 20px;">           (Signature or other authentication)       </div>						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): <div style="font-size: 2em; margin-left: 20px;">55 JUN 29 1955</div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP _____       </div>				(Check applicable box in case of excess LWOP) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> In pay status at end of waiting period  <input type="checkbox"/> In LWOP status at end of waiting period.       </div> <div style="text-align: right;"> <div style="border: 2px solid black; padding: 5px; transform: rotate(-5deg); display: inline-block;">           37 NOV RECORDED         </div>   </div> </div> <div style="text-align: right; margin-top: 10px;">         Initials of Clerk       </div>						

STANDARD FORM NO. 1126d—Revised  
 Form prescribed by Comp. Gen., U. S.  
 Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: May 23, 1955

FROM : M. A. Jones

b6  
b7C

Tolson  
Boardman  
Belmont  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tamm  
Trotter  
Winterrowd  
Tele. Room  
Holloman  
Gandy

SUBJECT: HANDLING OF CORRESPONDENCE WITH  
MR. [REDACTED] AND HONORABLE  
JOHN J. ROONEY

*Cavendish*  
*(non)*

*Crime Record*

You inquired why we did not prepare the letter to Congressman Rooney in accordance with the memorandum of May 18 prepared by the Director.

This was a pure oversight in this section and is deeply regretted.

b6  
b7C

100-146

100-146-714

In order to avoid a recurrence I am going to take this matter up with Special Agent [REDACTED] who prepared this letter, as soon as he returns from leave next week. In addition, at the weekly conference of supervisors of this section this week, I plan to dwell at some length upon the importance of meticulously following instructions in situations of this type. You may be sure that everything possible will be done to avoid a thing like this in the future.

b6

146-  
2-1043

b6  
b7C

MAJ:rm  
(2)

*Handwritten notes:*  
Harris, 5/24/55  
Cavendish, 5/24/55

*Handwritten:*  
[REDACTED] Jones & [REDACTED]  
5-25-55

*Handwritten:*  
[REDACTED] 5/24/55

Letters of censure should go to [REDACTED] and Jones - also Nichols.

*Handwritten:*  
Yes. It was atrociously handled.

I have asked for explanation re delay in preparing the letter on Monday morning.

*Handwritten:*  
Final report about 8:00 PM  
[REDACTED] 5/24/55

53 JUN 16 1955

*Handwritten:*  
5-24-55

*Handwritten:*  
3-1-1955

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

May 20, 1955

Honorable John J. Rooney  
House of Representatives  
Washington, D. C.

My dear Mr. Chairman:

In line with our telephone conversation of May 18, I have received the letter from Mr. [redacted] of the Catholic War Veterans of the United States of America, inviting me to make the principal address at the Twentieth Anniversary Convention Banquet on August 20.

b6  
b7C

As I told you, I would be unable to accept this cordial invitation. I have written [redacted] to advise him that I sincerely regretted I would be denied the privilege of being with them on this occasion, and I am enclosing a copy of this letter for your information.

b6  
b7C

Your interest in contacting me regarding this invitation is deeply appreciated.

Sincerely yours,

*[Handwritten signature]*

Enclosure

*[Handwritten note:]*  
I am sorry I cannot  
attend the convention  
but I am sure that  
the committee will  
understand. I am  
very sorry to hear  
about the loss of  
the building. I hope  
it will be replaced  
soon.

100-1-717

(v) 2 containers of 100 lbs each to be used for the purpose of the test.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 5/24/55

FROM : H. L. Edwards

b6  
b7CSUBJECT: HANDLING OF CORRESPONDENCE WITH  
MR. [REDACTED] AND CONGRESSMAN  
JOHN J. ROONEY

Tolson	✓
Boardman	✓
Nichols	✓
Belmont	✓
Harbo	✓
Parsons	✓
Rosen	✓
Tamm	✓
Sizoo	✓
Winterrowd	✓
Tele. Room	✓
Holloman	✓
Gandy	✓

b6  
b7C

5-23-55

By memorandum of M. A. Jones to Mr. Nichols it was recommended and approved that letters of censure be directed to SA Supervisor [REDACTED] Section Chief Milton A. Jones and Mr. Nichols because of improper handling of correspondence mentioned in the caption of this memorandum. The letters of censure are attached.

By memorandum of 5/24/55 the Director expressed his displeasure with the failure of the Crime Records Section to comply with the Director's instructions regarding the correspondence as well as the delay in submitting the revised letters to him. Mr. Nichols has submitted a memorandum regarding this delay which has been handled separately.

The Director also noted that the rewritten letter to Mr. [REDACTED] was somewhat "stuffy" and the Director requested a summary of SA [REDACTED] personnel file indicating that the Director is inclined to the view that SA [REDACTED] usefulness at Washington headquarters is nearing an end. A permanent brief of SA [REDACTED] personnel file is attached. However, it should be noted that SA [REDACTED] did not prepare the revised correspondence inasmuch as he went on annual leave following the close of business, 5/20/55. Mr. M. A. Jones has advised that the revised letters were prepared by SA Supervisor Harold P. Leinbaugh and himself.

RECOMMENDATION:

But [REDACTED] did improperly prepare the initial letter. It is recommended that the attached letters of censure be sent.

b6  
b7C

Also Recommended For Censure For Leinbaugh  
5-25-55

Attachments (4)

JIC:klm  
(2)

A PERMANENT BRIEF OF SA [REDACTED] PERSONNEL FILE IS ATTACHED.

53 JUN 9 1955

# Memorandum • UNITED STATES GOVERNMENT

Mr. Tolson

b6  
b7C

DATE: May 11, 1955

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

FROM :

L. B. Nichols

SUBJECT:

PREPARATION OF MEMORANDUM

DIVISION FOUR

b6  
b7C

b6  
b7C

Last Friday afternoon, I asked Mr. DeLoach to start a project of checking to ascertain the identity of the individuals whom Assistant Attorney [redacted] brought into the Department from Newark. Mr. DeLoach ascertained that one of the principal persons Mr. [redacted] had brought to Washington was [redacted]. In addition, there were thirteen other individuals. I, accordingly, told DeLoach that we should have short summaries prepared on all of them. Mr. DeLoach was also checking with the Washington Field Office and the Baltimore Office to determine whether Agents there had any contacts with [redacted] in connection with confidential informants.

On the night of Tuesday, May 10, 1955, the Supervisor on duty in the Domestic Intelligence Division called to advise that they had been instructed to get a memorandum up by 9:00 a.m., May 11, 1955, on [redacted]. Since the files were charged out to us, he wondered what the connection was. I told him we were getting up summaries and that we would handle this.

I then called Mr. DeLoach. He had not arrived at home as yet. Upon his arrival, he called me and I informed him we had to have the summary on [redacted] by 9:00 a.m. Tuesday morning. I further informed Mr. DeLoach that I had talked to Supervisor Gordon E. Malmfeldt, on duty in Mr. Jones' office, and Malmfeldt had determined that Supervisor [redacted] had this information. I emphasized to Malmfeldt that we had to have the summary by 9:00 a.m. this morning. I pointed out that [redacted] had figured prominently in the [redacted] case and that it was not necessary to go into detail in his connection with the recent [redacted] incident, but we wanted background on him.

b6  
b7C

I began checking shortly after 9:00 a.m. as to where the memorandum was. Mr. Jones stated that it was in the process and would be delivered shortly. Mr. DeLoach stated it would be delivered shortly. Actually the completed memorandum was not received in my office until 9:40 a.m. I asked for explanations which are attached.

Mr. Mohr

Mr. Jones

LBN:arn

67-043-421  
MAY 23 1955  
FEDERAL BUREAU OF INVESTIGATION

Memorandum to Mr. Tolson from L. B. Nichols

RE: [redacted]

PREPARATION OF MEMORANDUM

b6  
b7C

b6  
b7C

Mr. DeLoach points out that Mr. [redacted] came in at 6:45 a.m.; that the summary was dictated by 7:45 a.m., but the transcription took longer than anticipated. The details were completed and assembled by 9:00 a.m. but the synopsis had not been completed until 9:30. Mr. DeLoach further points out that on Monday he was tied up on a self-inspection and that he regrets the delay.

Mr. [redacted] in his explanation, stated that he was contacted by the Agent on duty at approximately 8:30 p.m. last night and advised of the instructions; that he immediately had an indices search made; that he contemplated returning to the office but in view of the volume of the files, he felt that the files could not be delivered before 11:00 p.m. and that he would have difficulty in getting a stenographer at that time. He, accordingly, made arrangements for the files to be brought to his office, where he arrived at 6:45 a.m. on May 11, 1955. Mr. [redacted] regrets the delay.

b6  
b7C

Mr. Jones did not know of this until he arrived a few minutes prior to 8:00 a.m. this morning, and in his explanation, he points out that when a specific deadline is to be met that it was improper to count on getting up a summary in the morning as there are too many uncertainties. Had Mr. Jones been informed by Supervisor Malmfeldt or [redacted] last night, he would have seen to it that the memorandum was prepared.

b6  
b7C

I did not call Jones because I did not think this was necessary since it is the duty of his Supervisors on duty to keep Jones informed.

Accordingly, I recommend letters of censure as follows:

1. Mr. C. D. DeLoach, who handled this matter in my office, for his failure to see that the memorandum was done by 9:00 a.m.

b6  
b7C

2. Mr. [redacted], Supervisor assigned to the project, for his failure to get the memorandum prepared on time.


b6  
b7C

Memorandum to Mr. Tolson from L. B. Nichols

RE:

PREPARATION OF MEMORANDUM


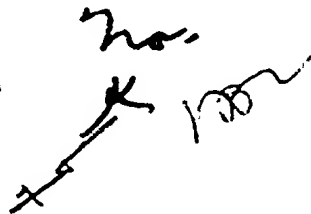
3. Mr. Gordon E. ~~Malmfeldt~~, Supervisor on duty in Mr. Jones' office, for not having informed Mr. Jones of my instructions to him.

OK 

4. Mr. M. A. ~~Jones~~ - for failure to properly indoctrinate Supervisors assigned to his Section to respect a deadline.

OK 

5. Mr. L. B. ~~Nichols~~ - because he has the over-all responsibility for the Division.

no  no 

September 2, 1955

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau has noted that you reviewed and approved a memorandum to all investigative employees dated August 15, 1955, advising of the addition of Daniel Abram Everhart to the Top Ten Fugitive list. You were most derelict in approving this memorandum, which had been prepared by an agent under your supervision, inasmuch as it contained glaring errors in the third paragraph where the name of another fugitive on this list was erroneously substituted for the name of Everhart in two places.

There was no excuse for your failure to detect and correct these errors at the time you approved the memorandum. Accordingly, you are being placed on probation. Henceforth, you will be expected to perform your official duties with more care and closer attention to detail.

DCM:ncw  
(8)

b6  
b7C

Very truly yours,

CC: Mr. Harbo (Inspector's Aide) (Personal Attention)  
Leave  
Movement  
Mrs. [redacted]  
J. Edgar Hoover  
John Edgar Hoover  
Director

CC: Mr. Nichols (Personal Attention)

Addendum:

The work performance of this employee should be closely supervised for a period of 90 days and at the expiration of that time a special performance rating report should be submitted together with your recommendation as to whether he should be removed from probation.

Based on memo H. L. Edwards to Mr. Mohr 8/22/55, DCM:ncw

COMM — FBI

SEP 6 1955

MAILED 26

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

55 SEP 13 1955

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen *RC*

DATE: August 18, 1955

FROM : F. L. Price *FLP*

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

SUBJECT: DANIEL ABRAM EVERHART, was - FUGITIVE,  
I. O. 2799, W. F. 174;  
UNLAWFUL FLIGHT TO AVOID PROSECUTION (ROBBERY)

Upon reading the memorandum from the Director to all investigative employees dated August 15, 1955, prepared by the Crime Records Section announcing the placing of Everhart on the Ten Most Wanted List, you noted that it was in error when it improperly referred to Top Ten Fugitive Raymond in the third paragraph instead of Top Ten Fugitive Everhart.

You requested that an immediate determination be made as to who was responsible for the error and who had approved the memorandum prior to its issuance by the Bureau.

*C.H. Wick*  
The memorandum in question was prepared by Special Agent J. P. Linehan of the Crime Records Section. He has advised that he improperly dictated the name of Raymond for Everhart. After the memorandum was dictated by Linehan, he hand-carried it through the Bureau, where it was approved by Messrs. E. C. Kemper, M. A. Jones, and R. E. Wick. It was subsequently approved in the Investigative Division by Messrs. F. G. Boggan and [redacted] of the Fugitive Desk and [redacted] who initialled for you. It was also approved by Mr. Scatterday in Mr. Boardman's office and Mr. Sizoo in Mr. Tolson's office. b6  
b7C

Mr. Linehan has prepared a memorandum to his supervisor, M. A. Jones, admitting responsibility. Mr. Jones, in turn, has prepared a memorandum stating that the error committed was the fault of the Crime Records Section, and he has recommended censure for himself, Kemper and Linehan, and has further recommended that no other personnel in the Bureau be held responsible. At Mr. Nichols' direction, Linehan has prepared a corrected memorandum for distribution to all investigative employees. b6  
b7C

In a memorandum submitted by Investigative Division personnel, Messrs. Boggan and [redacted] have stated that they did not observe the substitution of the name Raymond for Everhart. Mr. [redacted] states that he likewise did not notice the substitution. He points out that the third paragraph in this memorandum, captioned "Ten Most Wanted Fugitives," appears to apply to the entire list of fugitives and not merely to Everhart. Since Raymond was on the Top Ten list, the substitution of names was not immediately apparent. b6  
b7C

FLP:mfb  
(6)  
Enclosure

74 SEP 12 1955

Memorandum for Mr. Rosen

Messrs. Boggan, [ ] and [ ] observed that the heading "Ten Most Wanted Fugitives" should more appropriately precede the sentence "This is the list..." (see enclosure), since to have it immediately preceding the discussion of process as in the present format is misleading.

b6  
b7C

Messrs. Boggan, [ ] and [ ] have advised me that they sincerely regret the overlooking of the substitution of names, and they have assured me that every effort will be made in the future to prevent a recurrence.

b6  
b7C

RECOMMENDATION:

(1) It is recommended that consideration be given to changing the format of the memorandum to have the following headings:

- (1) The Crime
- (2) The Criminal
- (3) Process
- (4) Ten Most Wanted Fugitives

(2) Although the memorandum in question was improperly prepared by the Crime Records Section, and Mr. Jones has admitted responsibility lies in his section, inasmuch as this memorandum was also approved by Investigative Division personnel who failed to detect the error it is recommended that letters of censure be sent to Messrs. Boggan, [ ] and [ ].

b6  
b7C

R. Boggan

They Had a Right  
to Expect it to be  
Correct & This is DIV 4  
Responsibility  
V2

(See Addendum on page 3)

Memorandum to Mr. Rosen

ADDENDUM: GHS:lng *lm*

Seatterday approved this for Mr. Boardman. He overlooked the substitution of the name Raymond for Everhart. A closer perusal by him could have noted the error. He regrets overlooking the error. As a reviewing official, he was also responsible and should be censured.

*gm*  
*270*

# Office Memorandum • UNITED STATES GOVERNMENT

All Investigative Employees

DATE: August 15, 1955

Director, FBI

F.P.C. 19 L 9 U IOI 15  
M 1 U 000

*Y/* SUBJECT: DANIEL ABRAM EVERHART, WAS. FUG.  
I.O. #2799  
UFAP - ROBBERY  
TEN MOST WANTED FUGITIVES PROGRAM  
RELEASE DATE: AUGUST 17, 1955, P.M.



**THE CRIME.** Everhart is wanted for violation of the unlawful flight to avoid prosecution for robbery statute. He is sought by the Akron, Ohio, Police Department for three armed robberies and two burglaries which occurred early in 1955. While fleeing from one of the armed robberies, he engaged two pursuing police officers in gun battle, before making good his getaway.

**THE CRIMINAL.** Everhart has been convicted previously for burglary and larceny, breaking and entering, and operating a motor vehicle without the owner's consent. On June 13, 1954, he escaped from a prison farm at London, Ohio, where he was serving a sentence of three years to forty-five years for burglary. Born at Akron, Ohio, February 22, 1925, he is a white American and has a slender build (5'9" tall, weighs 135 to 145 pounds). His hair is light brown. Eyes are brown. He has a medium complexion. Look for numerous pit scars on his face, an appendectomy scar, tattoo of name "Betty" on outer part of left forearm. He has been employed previously as a laborer, taxi driver, truck driver and as a clerk. He has bragged that he will not be arrested alive.

**TEN MOST WANTED FUGITIVES.** Raymond replaces Clarence Dye who was apprehended at Milwaukee, Wisconsin, on August 3, 1955. Authorized complaint was filed before a United States Commissioner at Akron, Ohio, on February 1, 1955, charging Raymond with unlawful flight to avoid prosecution for the crime of robbery.

This is the list as of August 17, 1955.

Henry Randolph Mitchell	I.O. #2207	✓ Flency Payne	I.O. #2725
Frederick J. Tenuto	I.O. #2313	✓ Palmer Julius Morset	I.O. #2715
James Eddie Diggs	I.O. #2240	Daniel William O'Connor	I.O. #2656
Charles Falsone	I.O. #2651	Jack Harvey Raymond	I.O. #2789
David Daniel Keegan	I.O. #2707	Daniel Abram Everhart	I.O. #2798

**THEY ARE ALL ARMED AND DANGEROUS.** If you get any information, give it at once to your SAC or appropriate supervisor.

67-100334-98

September 13, 1955

PERSONAL AND CONFIDENTIAL

Mr. Hilton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

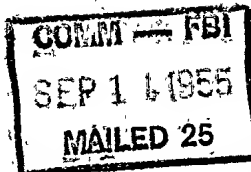
You reviewed and approved a memorandum to the Attorney General dated August 30, 1955, regarding the Fund for the Republic and you failed to detect that this memorandum contained an erroneous date. If you had more carefully reviewed this memorandum, you would have been able to detect this error and have had it corrected.

In the future it will be necessary for you to perform your supervisory duties with more care and a higher degree of accuracy.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director



DCM:bak  
(4)

CC: Mr. Nichols (Personal Attention)

Based on memo Nichols to Tolson dated 9/7/55.

100-10270-255  
RECEIVED READING ROOM  
SEP 13 2 12 PM '55  
132

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

74 SEP 16 1955

Mr. Nichols

August 18, 1955

K. A. Jones

*Milton A. Jones*

DANIEL ABRAM EVERHART, WAS., FUGITIVE  
I. O. #2799  
UFAP - ROBBERY  
TEN MOST WANTED FUGITIVES PROGRAM

PURPOSE:

To set forth explanations and recommendations concerning error in memorandum to all investigative employees dated August 15, 1955, with regard to the addition to the Top Ten list of Daniel Abram Everhart.

DETAILS:

Each time a man is added to the Top Ten Fugitives list this section has the responsibility of getting out a memorandum to all investigative employees carrying photograph, description and brief details of the crime. The memorandum on Everhart was prepared under date of August 15, 1955, a copy of which is attached. In the third paragraph of this memorandum the word "Raymond" appears for the word "Everhart" in two places (note underscoring). This memorandum has been mailed and is in the hands of the field.

RESPONSIBILITY FOR THE ERROR:

JOHN P. LINEHAN  
Special Agent  
EOD 3-18-48

It is believed that Special Agent John P. Linehan of this section is primarily responsible. He has been supervising the Top Ten Program and prepared this particular memorandum. His explanation is attached. It will be noted that Mr. Linehan has no justification for this mistake. He furnished a rough draft of this particular memorandum to a typist and it is not believed that the typist should be held responsible since the rough draft contained the error.

EDWARD C. KEMPER  
Special Agent  
EOD 8-25-41

Mr. Kemper is in charge of the unit which handles the Top Ten Program in this section and is Mr. Linehan's Unit Chief. Mr.

Enclosures

AJ:mod 7 - Personnel File - ~~John P. Linehan~~

(2)

53 AUG 26 1955

Memorandum to Mr. Nichols

August 18, 1955

Kemper initialed the Everhart memorandum and should, of course, have caught this error. Mr. Kemper is presently on leave and it is, accordingly, impossible to obtain any comments from him in this regard.

MILTON A. JONES  
Special Agent  
EGD 2-6-39

As Chief of the Crime Records Section I likewise read this memorandum and failed to catch the error.

Since the preparation of this memorandum is primarily the responsibility of Crime Records it is not felt that those in other divisions who approved the memorandum should be held responsible.

ACTION TAKEN AND RECOMMENDATIONS:

(1) A new memorandum supplanting the one of August 15th on Everhart is being prepared and will be sent to the field today.

(2) It is recommended that Messrs. Kemper, Linehan and Jones be censured because of their failure to see to it that the Everhart memorandum was accurate.

Mr. Mohr

8/22/55

H. L. Edwards

DANIEL ABRAM EVERHART, WAS., FUGITIVE  
I. O. #2789  
UFAP - Robbery  
Ten Most Wanted Fugitives Program

SA JOHN P. LINEHAN  
Supervisor - Records  
and Communications  
Division  
EOB 9/18/46  
GS-13, \$8990  
Veteran; Not on Probation

SA John P. Linehan, Crime Records Section, Records and Communications Division, who has been supervising the Top Ten Fugitive Program, prepared a memorandum on the addition of Daniel Abram Everhart to the Top Ten Fugitive list under date of 8/15/55. This memorandum, in the third paragraph, contained the name "Raymond" instead of the name "Everhart" in two places indicating that Raymond, who was added to Top Ten list immediately before the addition of Everhart, had replaced Clarence Dye on the list and that Raymond had been charged with Unlawful Flight to Avoid Prosecution for the crime of robbery. This was an error and where the name Raymond appeared the name Everhart should have appeared. This memorandum was distributed to all investigative employees both at the Seat of Government and in the field. It did not receive dissemination outside the Bureau. A corrected memorandum in which the name Everhart has been substituted for Raymond has been prepared and disseminated to all investigative employees 8/18/55.

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After SA Linehan approved the memorandum it was approved in turn by SA E. C. Keeper, SA Linehan's Unit Chief, and SA Milton A. Jones, Chief, Crime Records Section. It was then approved by SA R. E. Wick for Mr. Nichols. It was then routed to Investigative Division where it was reviewed and approved by SA F. G. Boggan, SA [redacted] and SA [redacted] approved it for Mr. Rosen. It was then approved by Mr. Scatterday for Mr. Boardman. It was thereafter approved by Mr. Stapp for Mr. Tolson and by Mrs. [redacted] in the Reading Room. It was then disseminated to the field.

SA Linehan has no justification for his mistake; Mr. Keeper is presently on annual leave and no explanation was obtained from him as of this time. Mrs. [redacted] and SA Wick have no excuse to offer. Mr. Sizoo also offered no excuse for failing to note the error. Mr. Scatterday offered no excuse for his error. SAs Boggan, [redacted] and [redacted] offered no excuse for their dereliction; however, they suggested that the heading "Ten Most

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Enclosures (7)

DCM:ncw (9)

CC: Mr. Boardman  
Mr. Nichols (Sent Direct)

H. L. Edwards (Sent Direct) Personnel Files of Edward C. Keeper, Milton A. Jones, Mrs. [redacted], Robert E. Wick.

b6  
b7C

wanted fugitives" should more appropriately process the sentence "This is the list" after which follows the listing of the Ten Most Wanted fugitives and that a separate paragraph should be devoted to process outstanding to appear after the paragraph setting forth the background of the criminal. Investigative Division concurred in this suggestion.

Mr. Nichols recommended that SA Linahan be censured and placed on probation, reduced from Grade GS-13, \$6000 to GS-12, \$5645 and transferred to New York City. He also recommended that SAs Repper, Jones and Wick be censured and placed on probation. He recommended that Mrs. Sharts be censured. Mr. Lince recommended a censure for himself and Mr. Nichols commented that this is a records and communications division error and "we are responsible." Investigative Division, Mr. Boardman concurring, recommended that Mrs. Repper, SAs and Repper be censured. Mr. Nichols commented "they had a right to expect it to be correct and this is records and communications division responsibility." Mr. Boardman recommended censure for himself and Mr. Boardman agreed.

SA Linahan is a veteran with more than one year's federal service and is entitled to 30 days advance written notice under the Veterans Preference Act should he be involuntarily separated from the service, reduced in grade or salary or suspended without pay for more than 30 days. Under this act he would have a right of appeal from such suspension. On the basis of a set of hypothetical facts presented to him, Mr. Edward W. Beckfeld, Jr., Veterans Service Section, Civil Service Commission, felt that on the facts a censure would be too harsh disciplinary action, and that in the event of appeal by SA Linahan there would be a good chance of reversal. SAs Repper, Jones and Wick are non-veterans.

SA Linahan's offices at preferences as of 5/1/55 in order are the Bureau, New York and Newark.

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION

(1) It is recommended that in view of the negligence exhibited by SA Linahan in his preparation of this memorandum he be censured and placed on probation.

(2) It is also recommended that before any disciplinary action taken against SA Kemper his explanation be obtained. He is expected to return from annual leave 9/6/55. After his explanation is obtained, a memorandum will be submitted together with appropriate recommendations.

(3) It is recommended that SA Jones, Chief, Crime Records Section, be censured for his failure to catch the error in this memorandum.

(4) It is also recommended that SA Wick be censured for his error in this instance.

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(5) It is recommended that Mrs. [REDACTED], Reading Room, be censured for her failure to detect the error.

(6) It is recommended that Mr. J. A. Sizoo be censured for his failure to detect this error.

(7) It is further recommended that SAs Beggan, [ ] and [ ] Investigation Division, be censured for their failure to detect this error when they reviewed and approved it for the Investigation Division.

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b6  
b7C

(8) It is also recommended that Mr. [ ] today be censured for his failure to detect the error involved in this memorandum.

(9) Administrative Division concurs with recommendation of the Investigation Division that consideration be given to change the format of memoranda regarding the addition of fugitives to the Top Ten list to have the following headings:

- (1) The Crime
- (2) The Criminal
- (3) Process
- (4) Ten Most Wanted Fugitives

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PERMANENT BRIEFS OF THE PERSONNEL FILES OF SAs LINEMAN, KEMP, B, JONES, BOGGS, [ ] AND [ ] AND Hqs. [ ] ARE ATTACHED.  
THE PERMANENT BRIEFS OF THE PERSONNEL FILES OF SAs WISE, SCATTERDAY AND RIZZO HAVE BEEN SENT TO THE DIRECTOR IN CONNECTION WITH OTHER MATTERS.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: September 2, 1955

FROM : M. A. Jones

SUBJECT:

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Attached are memoranda from Miss [redacted] SA William C. Pfeiffer and SA [redacted] concerning the "Fund for the Republic" memorandum of August 30th to the Attorney General.

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The stenographer's notes show the month as April instead of August. Mr. Pfeiffer, who dictated the matter, does not recall whether he dictated it wrong or not. This matter was read by Messrs. [redacted] and Jones before being sent to you.

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b7CRECOMMENDATION:

All parties involved have been appropriately cautioned in this regard and it is recommended that these memoranda be placed in the appropriate personnel files and no further action taken.

MAJ:mcq  
(2)

RECORDED-137

67-109106-256	
Searched	38
Numbered	
8 SEP 22 1955	
FEDERAL BUREAU OF INVESTIGATION	

3 auto stat copies  
9-23-55 (12)  
55 SEP 23 1955

THREE PPHW  
LHC

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>JONES, MILTON A.</b>		2. GRADE AND COMPONENT OR POSITION <b>SA</b>	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <b>Annual</b>	6. DATE OF EXAMINATION <b>10-25-55</b>
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY      CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH <b>1-24-13</b>	
13. PLACE OF BIRTH <b>Monticello, Ky.</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>N.N.M.C.</b>		16. OTHER INFORMATION	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
CLINICAL EVALUATION		
NORMAL ABNORMAL (Check each item in appropriate column; enter "N. E." if not evaluated)		

<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. HEAD, FACE, NECK, AND SCALP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. NOSE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. SINUSES
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. MOUTH AND THROAT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. DRUMS (Perforation)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. EYES—GENERAL (Visual acuity and refraction under items 69, 60, and 61)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. OPHTHALMOSCOPIC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. PUPILS (Equality and reaction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. LUNGS AND CHEST (Include breasts)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. HEART (Thrust, size, rhythm, sounds)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. VASCULAR SYSTEM (Varicosities, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. ABDOMEN AND VISCERA (Include hernia)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. ENDOCRINE SYSTEM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	34. G-U SYSTEM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	35. UPPER EXTREMITIES (Strength, range of motion)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. FEET
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. LOWER EXTREMITIES (Except feet) (Strength range of motion)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. SPINE, OTHER MUSCULOSKELETAL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. SKIN, LYMPHATICS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. NEUROLOGIC (Equilibrium tests under item 78)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42. PSYCHIATRIC (Specify any personality deviation)
Females only (Check how done)		
<input type="checkbox"/>	<input type="checkbox"/>	43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

—Toes of rt. foot contracted, weak ant. arch  
—Carries self in guarded attitude—unable to raise up on table and to bend freely. Pain at "base of spine."

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
O.—Restorable teeth      X.—Missing teeth      (6 X 8).—Fixed bridge, brackets to include abutments I.—Nonrestorable teeth      XXX.—Replaced by dentures																Type III Class DEC 6 1955 Torus mandibularis right side	
R	X	2	3	4	5	6	7	8	9	10	11	12	13	14	X	X	L
I	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	I
T	X															X	T

45. URINALYSIS: SP. GR. <b>1.007</b>			46. CHEST X-RAY (Place, date, film number, result) <b>Negative 44695</b>		47. SEROLOGY (Specify test used and result) <b>Kahn, Negative</b>	
ALBUMIN <b>Neg.</b>	SUGAR <b>Neg.</b>	MICROSCOPIC <b>Neg.</b>	48. EKG <b>Normal</b>		49. BLOOD TYPE AND RH FACTOR <b>10</b>	
50. OTHER TESTS						

5 DEC 7 1955

MEASUREMENTS AND OTHER FINDINGS																																			
51. HEIGHT <b>70</b>		52. WEIGHT <b>193</b>		53. COLOR HAIR <b>Brown</b>		54. COLOR EYES <b>Hazel</b>		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP.																									
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																													
SITTING SYS. <b>122</b> DIAS. <b>66</b>		RECUM. BENT SYS. <b>118</b> DIAS. <b>66</b>		STANDING (3 min.) SYS. <b>118</b> DIAS. <b>66</b>		SITTING <b>76</b>		AFTER EXERCISE		2 MIN. AFTER																									
59. DISTANT VISION		60. REFRACTION				61. <b>0.62M</b>		NEAR <b>0.62M</b>																											
RIGHT 20/ <b>20</b> CORR. TO 20/		BY <b>PERSONNEL SECTION</b> CX				<b>20.8</b>		CORR. TO <b>20.5</b>		BY <b>Glasses</b>																									
LEFT 20/ <b>20</b> CORR. TO 20/		BY <b>PERSONNEL SECTION</b> S CX				<b>20.8</b>		CORR. TO <b>20.5</b>		BY <b>Glasses</b>																									
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD																																			
63. ACCOMMODATION RIGHT LEFT		64. COLOR VISION (Test used and result) <b>AOC 1940 18/18</b>				65. DEPTH PERCEPTION (Test used and score)		UNCORRECTED CORRECTED																											
66. FIELD OF VISION		67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																											
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																											
RIGHT WV <b>15</b> /15 SV <b>15</b> /15 SV		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td>250 250</td> <td>500 518</td> <td>1000 1024</td> <td>2000 2048</td> <td>3000 3096</td> <td>4000 4096</td> <td>8000 8192</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							250 250	500 518	1000 1024	2000 2048	3000 3096	4000 4096	8000 8192	RIGHT								LEFT											
	250 250	500 518	1000 1024	2000 2048	3000 3096	4000 4096	8000 8192																												
RIGHT																																			
LEFT																																			
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY																																			

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

- |                              |  |
|------------------------------|--|
| 1. Loss of mobility of spine | Nov. 3, 1955 - X ray & Orthopedic Consultation - |
| 2. Foot strain NCD           | "strain lumbar muscles." NCD                     |

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

**X ray of spine**

77. EXAMINEE (Check)

☒ IS **strenuous physical exertion and use of firearms.**  
☐ IS NOT QUALIFIED FOR

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

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79. TYPED OR PRINTED NAME OF PHYSICIAN

**CDR, MC, USN**

SIGNATURE

/s/

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

b6  
b7C

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

/s/

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

ATTACHMENT TO STANDARD FORM 88  
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee 15 qualified for strenuous physical  
(is or is not)  
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

16  
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

(Signature of Medical Examiner)

NOV 3 1955

(Date)

ENCLOSURE

67-109106-257

JONES, M. A.

b6  
b7C

CLINICAL RECORD

CONSULTATION SHEET

TO:

Orthopedic Department

FROM:

Staff Clinic

DATE OF REQUEST:

25 Oct. 55

REASON FOR REQUEST:

1. Pain in back.

Started after helping uncle putting up scaffold - pain at base of spine, referred down legs at times - limbers up with activity - stiffens up with rest.

Please examine and advise.

PROVISIONAL DIAGNOSIS:

D. U. (Back strain)

DOCTOR'S SIGNATURE:

/s/

b6  
b7C

CONSULTATION REPORT

History of physical findings consisted in the vertebra muscle strain lumbar. Rec: Deep heat and massage. He has been advised re management.

b6  
b7C

SIGNATURE AND TITLE:

/s/

DATE:

11-2-55

PATIENT'S NAME:

JONES, Milton A.

FBI

Staff Clinic

~~ENCLOSURE~~ 67-109186-257

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME

REGISTER NO.

WARD NO.

Staff Clinic

AGE

SEX

(Check one)

☐ BEDSIDE, WHEELCHAIR,  
OR STRETCHER☐ BED  
PATIENT☐ AMBULATORY

JONES, Milton Ankers

FBI

EXAMINATION REQUESTED

b6

b7C

REQUESTED BY

DATE OF REQUEST

(Above space for mechanical imprinting, if used)

Dr.

PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS

FILM NO.

12318-55

DATE OF REPORT

RADIOGRAPHIC REPORT

10-25-55 LUMBO-SACRAL SPINE The only pertinent finding is the presence of anterior spurring on the superior border of L-4 anteriorly. No narrowing of the inter space is noted, no evidence of fracture, no evidence of slippage. Sacroiliac joints as are the other articular joints appear normal. CRH/gea

b6

b7C

LT. MC. USN

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

Standard Form 519A (Rev. Aug. 1954)  
Promulgated by Bureau of the Budget  
Circular A-32 (Rev.)

GPO 16-56900-51

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

RADIOGRAPHIC REPORT

00



COPY 150

DATE: November 1, 1955

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NAME

TITLE

DATE

REASON

M. A. ~~X~~Jones

Chief, ~~X~~Crime Records 9-2-55  
Records and Communications  
Division

Because of his derelictions in approving a memorandum placing Danfel Abram Everhart on the Top Ten Fugitive List.

67-030-2212  
53 NOV 14 1955

10

October 26, 1955

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

Thank you very much indeed for the suggestion which you submitted on October 17, 1955, by memorandum to Mr. Nichols regarding correspondence. I want you to know that your proposal is receiving careful consideration and you will be promptly notified in the event favorable action is taken.

Sincerely yours,

J. Edgar Hoover

cc - Mr. Nichols

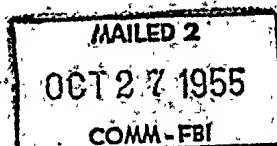
hcc (Suggestion #278-56)

(4)

Payroll name "Milton A. Jones" obtained from Movement Section.

*Rich*

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : L. B. Nichols

SUBJECT: ERROR IN MEMORANDUM TO  
ATTORNEY GENERAL, 8/30/55  
"FUND FOR THE REPUBLIC"

DATE: 9/7/55

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

The original of the attached yellow of the memorandum to the Attorney General from the Director dated 8/30/55, captioned "Fund for the Republic," as well as all copies, on page 2, paragraph 2, line 2, contains an error in that "April 24, 1955" should read "August 24, 1955." After the attached yellow copy was returned to my office, I detected the error and immediately called it to the attention of the Attorney General's Office so that the original might be corrected and called it to the attention of Mr. Rogers' Office and Mr. Tompkins' Office so that copies there might be corrected.

HOW ERROR OCCURRED:

Special Agent William C. Pfeiffer, of the Crime Records Section, dictated the memorandum to the Attorney General on 8/30/55, to Miss [ ] stenographer in the Crime Records Section. Her stenographic notes reflect that Pfeiffer dictated April 24, 1955 whereas the date should have read August 24, 1955. The error was not detected by Pfeiffer, the dictator, by Supervisor [ ] or by Section Chief, M. A. Jones, or by me. The Reading Room, of course, approved the memorandum but had no way of knowing whether the broadcast referred to did or did not occur on April 24, 1955, August 24, 1955, or any other month for the reason background data not available nor was any data attached upon which the Reading Room could rely for checking purposes.

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b7Cb6  
b7C

Attached are the memoranda of explanations from Miss [ ], the stenographer, and Special Agents Pfeiffer, [ ] and Jones. No explanation is offered by any of those handling the matter other than it was a "special" handled on an expedite basis and in the rush of things the error was not detected. Frankly, I read the original too fast myself, did not catch the error, and I have no excuse to offer. Miss [ ] the stenographer, on the other hand, states her stenographic notes read April 24, 1955, not August 24, 1955, which was correct.

cc - Mr. Mohr

Enclosures (5)

REW:fc

(3)

55 SEP 30 1955

9-13-55

Memorandum to Mr. Tolson from L. B. Nichols

9/7/55

and therefore she also, as in the case of the Reading Room, had no way of knowing whether August or any other month was correct. All of those handling the matter appreciate the possible consequences, regret the error exceedingly, and have been appropriately cautioned regarding a recurrence.

b6  
b7C

RECOMMENDATION:

It is my recommendation that Messrs. Jones, ☐ Pfeiffer, and I be censured.

BRIEFS ATTACHED ON  
JONES, ☐ and  
Pfeiffer.

b6  
b7C

*JBN*

*yes*

*yes. Is there no way to  
get over the need for  
accuracy!*

*H.*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/8/55

FROM : L. B. Nichols

SUBJECT: MILTON A. JONES  
 Special Agent - Chief of the  
 Crime Records Section  
 EOD 2/6/39  
 Grade GS-15  
 On Probation

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

By letter dated 9/2/55, Mr. Jones was placed on probation since he approved a memorandum to all investigative employees containing an erroneous name. Mr. Jones was censured for this and placed on probation.

Since then, Mr. Jones has made a studied effort to improve. He has done good work and I recommend that he be removed from probation at this time.

cc - Mr. Mohr

LBN:fc  
 (3)

*Memo to Mr. Mohr  
 12-9-55 re: removal  
 from probation  
 LBN*

RECORDED - 141

57-109106-258
Searched _____
INDEXED 53 _____
1 DEC 16 1955
FEDERAL BUREAU OF INVESTIGATION

67 DEC 19 1955 72

3-PM 74

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 12-9-55

FROM : H. L. Edwards *HE*

SUBJECT: MILTON A. JONES  
 Supervisory Special Agent  
 Chief, Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12,150  
 Non-Veteran

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

RE: REMOVAL FROM PROBATION

Mr. Jones entered on duty 2-6-39 as a Special Agent and he is presently in Grade GS-15, \$12,150 per annum. He is being considered for removal from probation.

By letter dated 9-2-55 he was CENSURED and PLACED ON PROBATION inasmuch as he reviewed and approved a memorandum to all investigative employees dated 8-15-55 advising of the addition of Daniel Abram Everhart to the Top Ten Fugitive list. He was most derelict in approving this memorandum, which had been prepared by an agent under his supervision, inasmuch as it contained glaring errors in the third paragraph where the name of another fugitive on this list was erroneously substituted for the name of Everhart in two places.

By letter dated 9-13-55 he was CENSURED inasmuch as he reviewed and approved a memorandum to the Attorney General dated 8-30-55 regarding the Fund for the Republic and he failed to detect that this memorandum contained an erroneous date.

By letter dated 10-26-55 appreciation was expressed to him for his suggestion which he submitted on 10-17-55, by memorandum to Mr. Nichols regarding correspondence. He would be advised in the event favorable action was taken.

His daily average overtime for September, 1955 was 3 hours 44 minutes, for October was 2 hours 27 minutes and for November, 1955 was 3 hours.

By memorandum dated 12-8-55 Mr. Nichols stated that SA Jones had made a studied effort to improve since being placed on probation. He had done good work and it was recommended he be removed from probation at this time.

*Advised by  
 letter 12/14/55  
 JSH/19*

67 DEC 19 1955 *72*

67-109106-259	
Searched	<i>[initials]</i>
Number	<i>1330</i>
1 DEC 16 1955	
FEDERAL BUREAU OF INVESTIGATION	

00 0

RECOMMENDATION: Although SA Jones received a letter of censure on 9-13-55, it is noted this was for approving a report dated 8-30-55 which was prior to his being placed on probation. In view thereof, it is recommended that Mr. Jones be removed from a probationary status at this time.

*Jones*  
*12-12*  
*12-12*  
*Jones*

*FDH*  
FDH/dar  
(2)

A PERMANENT BRIEF OF HIS PERSONNEL FILE IS ATTACHED.

8P

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 07-19-2010

December 14, 1955

~~PERSONAL AND CONFIDENTIAL~~

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is pleased to advise that you are being  
removed from a probationary status.

Sincerely yours,

John Edgar Hoover  
Director

cc - Mr. Nichols (Personal Attention)  
Mr. Mason (Inspector's Aide)  
Movement  
Leave  
Personnel Actions Unit  
[redacted] (sent direct)

b6  
b7C

FDH:RL  
(8)

RECORDED - 141

JPM

109106-260

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_

COMM - FBI  
DEC 14 1955  
MAILED 31

53  
DEC 16 1955  
FEDERAL BUREAU OF INVESTIGATION

67 DEC 19 1955 72

## Office Memorandum • UNITED STATES GOVERNMENT

b6  
b7c

TO : Mr. Mohr

DATE: 1-13-56

FROM : H. L. Edwards

SUBJECT: MILTON A. JONES

Special Agent  
Chief - Crime Records Section  
Records and Communications Division  
EOD 2-6-39; GS-15, \$12,150  
Non-Veteran; Not on Probation

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

RE: INSPECTOR'S AIDE

This employee entered on duty 2-6-39 as a Special Agent and is presently in Grade GS-15, \$12,150 per annum. He was trained to assist on inspections in July, 1945.

By letter dated 9-2-55 he was CENSURED and PLACED ON PROBATION inasmuch as he reviewed and approved a memorandum to all investigative employees dated 8-15-55 advising of the addition of Daniel Abram Everhart to the Top Ten Fugitive list. He was most derelict in approving this memorandum, which had been prepared by an agent under his supervision, inasmuch as it contained glaring errors in the third paragraph where the name of another fugitive on this list was erroneously substituted for the name of Everhart in two places.

By letter dated 9-13-55 he was CENSURED for reviewing and approving a memorandum to the Attorney General dated 8-30-55 regarding the Fund for the Republic and he failed to detect that this memorandum contained an erroneous date. On 10-26-55 APPRECIATION was expressed to him for his suggestion which he submitted regarding correspondence. He would be advised in the event favorable action was taken.

On 12-8-55 Mr. Nichols stated that Mr. Jones had made a studied effort to improve since being placed on probation. He had done good work and it was recommended he be removed from probation at this time. By letter dated 12-14-55 he was advised that he was being REMOVED FROM PROBATION.

His daily average overtime for September, 1955 was 3 hours 44 minutes; October, 2 hours 27 minutes; November, 3 hours; and December, 2 hours 51 minutes.

**RECOMMENDATION:** It is recommended that approval be granted to utilize his services as an Inspector's Aide.

FDH/wg  
(3)

CC: Mr. Mason

40 JAN 23 1956

FEDERAL BUREAU OF INVESTIGATION

Mr. Nichols

December 29, 1955

M. A. Jones

REQUEST FOR KEY  
CRIME RECORDS SECTION

*Crime Records*

As you know, the men who are on night duty in the Section are responsible for making a security check each night. To do this they must take keys for the various rooms which are maintained in the telekey cabinet. It has been suggested, and I feel it is an excellent idea, that matters would be simplified if we could obtain a master key that would fit all rooms in Crime Records Section. This key would be maintained in the telekey cabinet and used by night duty Agents making their security checks.

RECOMMENDATION:

That it be approved for the Administrative Division to issue to me a master 4th floor key, to be kept in telkey cabinet.

cc - Administrative Division

Attention: Mrs.  Room 5524.

b6  
b7c

GMP:grs  
(3)

49 JAN 13 1956

COPY 138

TO: The Director

DATE: 12-2-55

FROM: J. P. MOHR

SUBJECT: SACs and Seat of Government Officials on Probation

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NAME

TITLE

DATE

REASON

M. A. Jones

Chief, Crime Records 9-2-55  
Records and Communications  
Division

Because of his derelictions in approving a memorandum placing Daniel Abram Everhart on the Top Ten Fugitive List.

67-030-222  
57  
67 DEC 20 1955

February 6, 1956

PERSONAL

0  
Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

*Hyder*

Dear Mr. Jones:

Today marks your Seventeenth Anniversary with the FBI and it gives me a great deal of pleasure to extend to you my heartiest congratulations on this occasion. You may well take pride in your achievements and devotion to duty, for such loyal service as you have manifested makes possible the accomplishments of the FBI. I do hope the Bureau will have the benefit of your services for many more years.

Sincerely,

J. Edgar Hoover

JEH:tlc:c  
*le*

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

SENT FROM D. O.	
TIME	<u>9:00 AM</u>
DATE	<u>2/6/56</u>
BY	<u>WU</u>

67-109106-262	
Searched	_____
Numbered	<u>39</u>
2 FEB 6 1956	
FEDERAL BUREAU OF INVESTIGATION	

5 FEB 8 1956

*Hyder*

February 21, 1956

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau has noted that since November 10, 1955, you have been charged with failure to detect on a number of occasions nonsubstantive errors in official correspondence reviewed and approved by you. It is evident that you have not exercised sufficient care in your review of official mail to prevent errors of this type.

Accordingly, you will be expected to increase your efforts to avert such errors.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

RGH

RGH:njc

(4)

CC - Mr. Nichols (Personal Attention)

Based on memo M. A. Jones to Mr. Nichols dated 2-17-56, MAJ:mcg.

COMM - FBI

FEB 21 1956

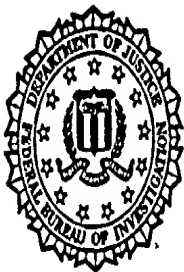
MAILED 31

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

74  
FEB 27 1956

RECEIVED READING ROOM  
FEB 21 1956  
100-263

SEARCHED \_\_\_\_\_  
SERIALIZED \_\_\_\_\_  
INDEXED \_\_\_\_\_  
FILED \_\_\_\_\_  
FEB 21 1956  
FEDERAL BUREAU OF INVESTIGATION



00 00

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

FD-253 (11-22-54)

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

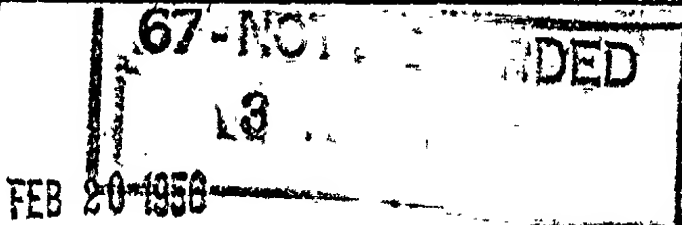
For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Fannie M. Jones Relationship Wife Date 2-18-56  
Address RT 1, Box 438 Annandale Va

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Fannie M. Jones Relationship Wife Date 2/18/56  
Address RT 1, Box 438 Annandale Va



Very truly yours,

Milton A. Jones  
Special Agent

00

00

Mr. Tolson	✓
Mr. Nichols	
Mr. Boardman	
Mr. Belmont	
Mr. Mason	✓
Mr. Mohr	✓
Mr. Parsons	
Mr. Rosen	
Mr. Tamm	
Mr. Nease	
Mr. Winterrowd	
Tele. Room	
Mr. Holloman	
Miss Gandy	✓

February 6, 1956

Mr. J. Edgar Hoover  
 Director  
 Federal Bureau of Investigation  
 Washington, D. C.

Dear Mr. Hoover:

I was pleased to receive your note  
 today concerning my Seventeenth Anniversary in  
 the FBI. February 6, 1939, seems like yesterday,  
 and I have enjoyed every minute of it.

I do hope that we will have the benefit  
 of your leadership and guidance for many more years  
 to come.

Sincerely,

*M. A. Jones*  
 M. A. Jones

26  
 36 FEB 10 1956

SI-NOT RECORDED-1

THREE  
*Mart*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *[initials]*

FROM : M. A. Jones *[initials]*

SUBJECT: MILTON A. JONES  
Special Agent  
EOD 2-6-39.  
GS-15, \$12,500.

DATE: February 17, 1956

*[Signature: Cavanaugh]*

*[Signature: J. P. ...]*

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

You are advised as follows concerning errors returned to this Section since November 10, 1955, which were approved by me before being sent out: "Loyola University" written as "Loyal University"; the word "forward" spelled as "forwarding"; the word "send" spelled as "sent"; the date written as "12-7-5" in letter to the field; failure to return an enclosure when such was requested; "Simeon" spelled as "Simon"; the word "causal" spelled "casual" in letter to the field; "Peace Officers" written as "Police Officers"; "Brethern" written instead of "Brethren" and "Capitol" written instead of "Capital."

RECOMMENDATION:

Even though all of these were errors of form and could have caused no serious embarrassment to the Bureau, it is recommended that this matter be referred to the Administrative Division so that an appropriate letter can be dispatched.

MAJ:mcq  
(2)

*[Handwritten: Let's concure to Jones. 2/21/56 R. J. 2/1/ken/mj]*

*[Handwritten: 178]*

*[Handwritten: J. P. ...]*

RECORDED - 149

36 FEB 27 1956

67-107401-264	
Searched	_____
Numbered	19
2 FEB 24 1956	
FEDERAL BUREAU OF INVESTIGATION	

*[Handwritten: 3/1/ken]*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 4-4-56

FROM : H. L. Edwards

SUBJECT: MILTON A. JONES

Supervisory Special Agent  
 Chief, Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12,150  
 Non-Veteran; Not on Probation

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

The following is a brief, concise summary of SA Jones' record for the Director's use.

Mr. Jones entered on duty 2-6-39 as a Special Agent and is presently in Grade GS-15, \$12,150 per annum. He has been serving in the Records and Communications Division since February, 1940 and as Chief of Crime Records Section since March, 1944.

By letter dated 9-2-55 he was CENSURED and PLACED ON PROBATION inasmuch as he reviewed and approved a memorandum to all investigative employees dated 8-15-55 advising of the addition of Daniel Abram Everhart to the Top Ten Fugitive list. He was most derelict in approving this memorandum, which had been prepared by an agent under his supervision, inasmuch as it contained glaring errors in the third paragraph where the name of another fugitive on this list was erroneously substituted for the name of Everhart in two places.

By memorandum dated 12-8-55 Mr. Nichols stated that SA Jones had made a studied effort to improve since being placed on probation. He had done good work and it was recommended he be removed from probation. By letter dated 12-14-55 he was advised he was being REMOVED FROM PROBATION.

On 1-13-56 he was passed over to be utilized as an Inspector's Aide and he was to be reconsidered at a later date.

By letter dated 2-6-56 the Director CONGRATULATED Mr. Jones on his seventeenth anniversary with the Bureau. SA Jones might well take pride in his achievements and devotion to duty, for such loyal service as he had manifested made possible the accomplishments of the FBI. The Director hoped the Bureau would have the benefit of his services for many more years. On 2-6-56 Jones acknowledged the Director's letter of 2-6-56 and added he did hope that he would have the benefit of the Director's leadership and guidance for many more years to come.

FDH/w.g. (2) *[Signature]*  
 Attachment (Permanent Brief)

RECORDED - 147

Scanned \_\_\_\_\_  
 Numbered 145

2 APR 6 1956

FEDERAL BUREAU OF INVESTIGATION

36 APR 18 1956

54

THREE  
*[Signature]*

During the past twelve months he has received six letters of  
censure. His most recent CENSURE was dated 2-21-56 and was for his  
failure to detect on a number of occasions nonsubstantive errors in  
official correspondence reviewed and approved by him. It was evident  
that he had not exercised sufficient care in his review of official mail  
to prevent errors of this type.

His daily average overtime for the past six months is as follows:

September, 1955	3' 44"	December, 1955	2' 51"
October, 1955	2' 27"	January, 1956	2' 58"
November, 1955	3' 00"	February, 1956	2' 40"

SA Jones listed on his February, 1956 status form Washington,  
D. C.; Richmond; and Louisville as his offices of preference.

2-45

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

Name of Employee: MILTON A. JONES

Where Assigned: Records & Communications Div / Crime Records Section  
(Division) (Section, Unit)

Payroll Title: Special Agent, Chief Crime Records

Rating Period: from April 1, 1955 to March 31, 1956

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*MAJ*

Rated by: J. J. McGuire Inspector April 16, 1956  
Signature Title Date

Reviewed by: L. B. Nichols Assistant To The Director APR 16 1956  
Signature Title Date

Rating approved by: [Signature] Assistant Director APR 17 1956  
Signature Title Date

TYPE OF REPORT

☒ Official  
☐ Annual

109106-266  
Searched \_\_\_\_\_  
Administrative \_\_\_\_\_  
☐ 60-day \_\_\_\_\_  
☐ Transfer 2 APR 18 1956  
☐ Separation from service \_\_\_\_\_  
☐ Special \_\_\_\_\_

38  
36 APR 20 1956

*memo to Mr. Nichols  
Re: Jones, 5/3/56 following*

APR 1 1953

# NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee: MILTON A. JONESTitle Special Agent  
Chief Crime RecordsRating Period: from 4/1/55 to 3/31/56

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- + (1) Personal appearance.  
✓ (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
+ (4) Physical fitness (including health, energy, stamina).  
✓ (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
✓ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.  
✓ (8) Initiative and the taking of appropriate action on own responsibility.  
✓ (9) Planning ability and its application to the work.  
✓ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.  
    (14) Technical or mechanical skills.  
    (15) Investigative ability and results:  
    (a) Internal security cases  
    (b) Criminal or general investigative cases  
    (c) Fugitive cases  
    (d) Applicant cases  
    (e) Accounting cases  
    (16) Physical surveillance ability.

- + (17) Firearms ability.  
✓ (18) Development of informants and sources of information.  
✓ (19) Reporting ability:  
    (a) Investigative reports  
    (b) Summary reports  
    (c) Memos, letters, wires  
    (Consider: conciseness; clarity; organization; thoroughness; accuracy; adequacy and pertinency of leads; administrative detail.)  
✓ (20) Performance as a witness.  
✓ (21) Executive ability:  
    (a) Leadership  
    (b) Ability to handle personnel  
    (c) Planning  
    (d) Making decisions  
    (e) Assignment of work  
    (f) Training subordinates  
    (g) Devising procedures  
    (h) Emotional stability  
    (i) Promoting high morale  
    (j) Getting results  
    (22) Ability on raids and dangerous assignments:  
    (a) As leader  
    (b) As participant  
+ (23) Organizational interest, such as making of suggestions for improvement.  
+ (24) Ability to work under pressure.  
    (25) Miscellaneous. Specify and rate:  
    + Dictation ability  
    + Automobile driving ability

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Chief, Crime Records Section

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Research

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

## SATISFACTORY

ADJECTIVE RATING: \_\_\_\_\_

Outstanding, Satisfactory, Unsatisfactory

Name: Milton A. Jones

Title: Chief, Crime Records Section

Payroll #: 13668

Grade: GS-15 at \$12,150 per annum

EOD: 2/6/39

Not on Probation

Nonveteran

Mr. Jones is a good administrator, capable, industrious and most conscientious. His interests are for the Bureau's best position at all times and since considerable pressure is entailed in the work of his office the work gets severe scrutiny throughout the Bureau. He has been censured six times for failure to detect nonsubstantive errors in the work of some employees of his unit and he has been commended by the Director once (2/6/56) on his Seventeenth Anniversary as a Special Agent. He was placed on probation 9/2/55, as a result of an error in the Top Ten Fugitive List and was removed from probation by the Director's letter to him, 12/14/55. Mr. Jones is rather blunt and feels strongly on topics when he is convinced of his position and sometimes can easily cause persons not having an intimate knowledge of him to consider him recalcitrant which he is not. I consider his work satisfactory and feel he could handle a field office as Special Agent in Charge but as a specialist on file reviews and original creative work his current assignment at the Seat of Government is in the best interest of the Bureau. /

Rating: Satisfactory

*m A-J*

LBN:fc  
(1)

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 5-3-56

FROM : H. L. Edwards *HL*b6  
b7C

SUBJECT: SA MILTON A. JONES  
 Chief - Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12,150  
 Non-Veteran; Not on Probation

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

RE: INSPECTOR'S AIDE

This employee entered on duty 2-6-39 as a Special Agent and is presently in Grade GS-15, \$12,150 per annum. He was trained to assist on inspections in July, 1945.

By letter dated 9-2-55 he was CENSURED and PLACED ON PROBATION inasmuch as he reviewed and approved a memorandum to all investigative employees dated 8-15-55 advising of the addition of Daniel Abram Everhart to the Top Ten Fugitive list. He was most derelict in approving this memorandum, which had been prepared by an agent under his supervision, inasmuch as it contained glaring errors in the third paragraph where the name of another fugitive on this list was erroneously substituted for the name of Everhart in two places.

By letter dated 9-13-55 he was CENSURED for reviewing and approving a memorandum to the Attorney General dated 8-30-55 regarding the Fund for the Republic and he failed to detect that this memorandum contained an erroneous date. On 10-26-55 APPRECIATION was expressed to him for his suggestion which he submitted regarding correspondence. He would be advised in the event favorable action was taken.

On 12-8-55 Mr. Nichols recommended that he be removed from probation. By letter dated 12-14-55 he was advised he was being REMOVED FROM PROBATION.

By memorandum dated 1-13-56 approval was not granted to utilize him as an Inspector's Aide at that time but he was to be reconsidered at a later date.

By letter dated 2-6-56 the Director CONGRATULATED him on his Seventeenth Anniversary with the FBI. Mr. Jones acknowledged this by letter of 2-6-56.

By letter dated 2-21-56 he was CENSURED inasmuch as since 11-10-55 he had been charged with failure to detect on a number of occasions nonsubstantive errors in official correspondence reviewed and approved by him.

FDH/wg

(3)

CC: MR. MASON

RECORDED-150

67-109106-267

Searched \_\_\_\_\_  
Numbered \_\_\_\_\_

2 MAY 9 1956

FEDERAL BUREAU OF INVESTIGATION

39 MAY 1956

On 3-31-56 Mr. Nichols rated him SATISFACTORY and said he was a good administrator, capable, industrious and most conscientious. His interests were for the Bureau's best position at all times and since considerable pressure was entailed in the work of his office the work got severe scrutiny throughout the Bureau. Mr. Nichols considered his work satisfactory and felt he could handle a field office as Special Agent in Charge but as a specialist on file reviews and original creative work his current assignment at the Seat of Government was in the best interest of the Bureau.

His daily average overtime for October, 1955 was 2 hours 27 minutes; November, 3 hours; December, 2 hours 51 minutes; January, 1956, 2 hours 58 minutes; February, 2 hours 40 minutes; and March, 2 hours 48 minutes.

RECOMMENDATION: In view of the letter of censure SA Jones received on 2-21-56, it is recommended that he not be utilized as an Inspector's Aide at this time but that he be reconsidered in 90 days.

90

OK  
JFM  
5/2

## Office Memorandum • UNITED STATES GOVERNMENT

b6  
b7c

TO : Mr. Mohr

DATE: 8-9-56

FROM : H. L. Edwards *HLS*

SUBJECT: SA MILTON A. JONES  
 Chief - Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12,150  
 Non-Veteran; Not on Probation

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

RE: INSPECTOR'S AIDE

This employee entered on duty 2-6-39 as a Special Agent and is presently in Grade GS-15, \$12, 150 per annum. He was trained to assist on inspections in July, 1945.

By letter dated 9-2-55 he was CENSURED and PLACED ON PROBATION inasmuch as he reviewed and approved a memorandum to all investigative employees dated 8-15-55 advising of the addition of Daniel Abram Everhart to the Top Ten Fugitive List. He was most derelict in approving this memorandum, which had been prepared by an Agent under his supervision, inasmuch as it contained glaring errors in the third paragraph where the name of another fugitive on this list was erroneously substituted for the name of Everhart in two places. On 12-14-55 he was REMOVED FROM PROBATION.

Since SA Jones was placed on probation, he has received 2 letters of CENSURE. On 9-13-55 he was censured for reviewing and approving a memorandum to the Attorney General dated 8-30-55 regarding the Fund for the Republic and he failed to detect that this memorandum contained an erroneous date. On 2-21-56 he was censured inasmuch as since 11-10-55 he had been charged with failure to detect on a number of occasions non-substantive errors in official correspondence reviewed and approved by him.

67-109106-263

A letter of APPRECIATION was directed to him on 10-26-55. By memoranda dated 12-8-55 and 5-3-56 he was considered for utilization as an Inspector's Aide but was passed over to be reconsidered at later dates.

On his 1956 annual report Mr. Nichols rated him SATISFACTORY and said he was a good administrator, capable, industrious and most conscientious. His interests were for the Bureau's best position at all times and since considerable pressure was entailed in the work of his office the work got severe scrutiny throughout the Bureau. Mr. Nichols considered his work satisfactory and felt he could handle a field office as Special Agent in Charge but as a specialist on file reviews and original creative work his current assignment at the Seat of Government was in the best interest of the Bureau.

FDH/wg  
 (3)

CC: Mr. Mason

82 AUG 15 1956

000

000

His daily average overtime for the past six months is as follows: February, 1956, 2 hours 40 minutes; March, 2 hours 48 minutes; April, 2 hours 30 minutes; May, 2 hours 38 minutes; June, 2 hours 52 minutes; and July, 2 hours 51 minutes.

RECOMMENDATION:

It is recommended that approval be granted to utilize his services as an Inspector's Aide.

*Reconsidered*  
*11-1-56*  
*JPM*  
*8/9*

*Approved by  
 P. J. Murphy, Aice  
 11/2/56 701649*

# PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL)

Jones, Milton A.

DATE

6-1-56

DIVISION AND SECTION ASSIGNED

Records and Communications, Crime Records

POSITION TITLE

Section Chief

THIS IS TO CERTIFY THAT I PRESENTLY ☒ HOLD ☐ DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.PERMIT ISSUED BY:  
(STATE, TERRITORY  
POSSESSION, DISTRICT)

Virginia

PERMIT NUMBER

8A 611 932

PERMIT EXPIRES

1-31-58

THIS IS AN UNRESTRICTED (~~RESTRICTED~~) PERMIT. (IF RESTRICTED, EXPLAIN BELOW)  
(STRIKE OUT ONE)THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 20,000 MILES. DURING THIS TIME (A) I ☐ HAVE ☒ HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I ☐ HAVE ☒ HAVE NOT BEEN HELD AT FAULT\* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

\* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

*Milton A. Jones*  
SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL)

McGuire, John J.

POSITION TITLE

Inspector

DATE

6-14-56

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:

☒ CONTINUOUS SAFE DRIVING RECORD☐ INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT \*\*

I CERTIFY THAT THIS EMPLOYEE IS:

☒ QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.☐ NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

146  
67 - NOT RECORDED  
7 JUN 22 1956

b6  
b7C

\*\* "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

*[Signature]*  
\_\_\_\_\_  
SIGNATURE OF REVIEWING OFFICIAL

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

1. LAST NAME—FIRST NAME—MIDDLE NAME Jones, Milton Ankers		2. DATE OF BIRTH 1-24-13	3. TITLE OF POSITION Section Chief		
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) Route 1, Annandale, Virginia			5. EMPLOYING AGENCY Federal Bureau of Investigation		
6. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)					
YES	NO		YES	NO	
	✓	Poor vision in one or both eyes		✓	Arthritis, rheumatism, swollen or painful joints
	✓	Eye disease		✓	Loss of hand, arm, foot, or leg
	✓	Poor hearing in one or both ears		✓	Deformity of hand, arm, foot, or leg
	✓	Diabetes		✓	Nervous or mental trouble of any kind
	✓	Palpitation, chest pain or shortness of breath		✓	Blackouts or epilepsy
	✓	Dizziness or fainting spells		✓	Sugar or albumin in urine
	✓	Frequent or severe headaches		✓	Excessive drinking habit (ALCOHOL)
	✓	High or low blood pressure		✓	Other serious defects or diseases
	✓	Drug or narcotic habit			
7. IF YOUR ANSWER IS "YES" TO ONE OR MORE OF THE ABOVE QUESTIONS, EXPLAIN FULLY IN THIS SPACE:					
8. (A) DO YOU WEAR GLASSES? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (B) DO YOU WEAR CONTACT LENSES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (C) DO YOU WEAR A HEARING AID? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
I certify that my answers above are full and true, and I understand that a false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.					
SIGNATURE Milton A. Jones			DATE June 1, 1956		

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL	
I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:	
<input checked="" type="checkbox"/> There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.	
<input type="checkbox"/> On the basis of items checked on this form or other information, this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.	
<input type="checkbox"/> Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts: <i>bb</i>	
67 - NOT RECORDED 7 JUN 22 1956	
b6 b7C	
<i>3/1/56</i>	
SIGNATURE OF DESIGNATED OFFICIAL	DATE 6/14/56

Name: Milton A. Jones

Title: Chief, Crime Records Section

Payroll #: 13668

Grade: GS-15 at \$12,150 per annum

EOD: 2/6/39

Not on Probation

Nonveteran

Assistant to the Director L. B. Nichols: Mr. Jones is a good administrator, capable, industrious and most conscientious. His interests are for the Bureau's best position at all times and since considerable pressure is entailed in the work of his office the work gets severe scrutiny throughout the Bureau. He has been censured six times for failure to detect nonsubstantive errors in the work of some employees of his unit and he has been commended by the Director once (2/6/56) on his Seventeenth Anniversary as a Special Agent. He was placed on probation 9/2/55, as a result of an error in the Top Ten Fugitive List and was removed from probation by the Director's letter to him, 12/14/55. I consider his work satisfactory and feel he could handle a field office as Special Agent in Charge but as a specialist on file reviews and original creative work, his current assignment at the Seat of Government is in the best interest of the Bureau.

Rating: Satisfactory

Inspector J. E. Edwards: Mr. Jones is a mature Special Agent who has had extended supervisory experience in Crime Records Section. A considerable portion of the work in this Section must be afforded particular meticulous care since it involves public correspondence and other dealings with various individuals outside the Bureau's service. He manifested a good attitude concerning the Administrative action taken against him in September, 1955, due to an error in the Top Ten Fugitive List and has instituted additional measure in order to prevent a recurrence. He is fully aware of the necessity for closely scrutinizing the work turned out by his employees and personally assumes the greatest portion of that responsibility. He conscientiously applies himself to his duties and maintains close supervision of the work of his subordinates. He has a good understanding of the Bureau's over-all policy and is considered to be a capable supervisor. He stated he is interested in advancement, likes his present assignment, but has no limitations on his availability.

RECOMMENDATION: None . . . informative

Records and Communications Division Inspection

April 12, 1956

LBN:fc

(4)

8  
39 MAY 22 1956

3-1  
Vic 2-100

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols ✓  
b6  
b7C

FROM : M. A. Jones ✓

SUBJECT: IN-SERVICE TRAINING

DATE: October 24, 1956

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

According to the schedule, I am supposed to go to In-Service in the class beginning November 13, 1956. I was advised last week that this class had been cancelled. Accordingly, I will be rescheduled next year.

cc - Mr. Mohr

MAJ:mcq  
(3)

*Jones advised 10/26/56 that he could not attend any other class this year due to pressure of work. EPL 10/26*

RECORDED - 145

66 NOV 2 1956

57-109106-269

Searched.....  
Numbered.....3.....

2 OCT 30 1956

FILED.....

STICATON

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

10-16-56

I certify that I have received the following Government property for official use:

~~returned~~

STENOGRAPHER'S MANUAL # 168  
(issue of August 1956)

RETURNED

*destroyed 10/17/56*

STENOGRAPHER'S MANUAL # 312 ✓  
(issue of 2-15-56)  
45

FILE

3-M

PER

*all*

Very truly yours,

*M. A. Jones*  
M. A. Jones

67-NOT RECORDED

1 OCT 18 1956

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:

~~returned~~

INSPECTOR'S MANUAL # 68 ✓  
(issued 8-15-56)

RETURNED

*destroyed 9/1/56*

INSPECTOR'S MANUAL # 76  
(issued 4-7-52)

FILE

3-M

PER

*ald*

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.

DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY.

NOT RECORDED

1 SEP 19 1956

Very truly yours,

*Milton A. Jones*  
Milton A. Jones

# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or Print) Jones, Milton A.				2. GRADE AND COMPONENT OR POSITION SA		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)				5. PURPOSE OF EXAMINATION Annual		6. DATE OF EXAMINATION Oct. 15, 1956	
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT		
12. DATE OF BIRTH 1-24-13		13. PLACE OF BIRTH Monticello, Ky.		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS				16. OTHER INFORMATION			

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
-------------------------	------------------------------	-----------------

CLINICAL EVALUATION		
NORMAL	ABNOR- MAL	
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
X		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
NE		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
X		28. LUNGS AND CHEST (Include breasts)
X		29. HEART (Thrust, size, rhythm, sounds)
X		30. VASCULAR SYSTEM (Varicosities, etc.)
X		31. ABDOMEN AND VISCERA (Include hernia)
X		32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (Strength, range of motion)
	X	36. FEET
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
	X	38. SPINE, OTHER MUSCULOSKELETAL
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (Equilibrium tests under item 74)
X		42. PSYCHIATRIC (Specify any personality deviation)
Females only		
(Check how done)		
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

Relaxation ant. arch. NCD.

Slight restriction of movements, some spasticity of ilio-psoas.

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively) O.—Restorable teeth I.—Nonrestorable teeth X.—Missing teeth XXX.—Replaced by dentures (6 X 8).—Fixed bridge, brackets to include abutments		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
---	--	--

Meets dental standards.															
7-169106-270															

## LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.009			46. CHEST X-RAY (Place, date, film number, result) Neg. 48252 c			47. SEROLOGY (Specify test used and result) Neg. 2 OCT 30 1956		
ALBUMIN N	SUGAR N	MICROSCOPIC N						

48. EKG Within normal limits.	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
----------------------------------	------------------------------	-----------------

FEDERAL BUREAU OF INVESTIGATION		
---------------------------------	--	--

OCT 30 1956

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 73		52. WEIGHT 199		53. COLOR HAIR Brown Gray		54. COLOR EYES Hazel		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP.	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 118 DIAS. 56		RECUM. BENT SYS. 106 DIAS. 56		STANDING SYS. 106 DIAS. 56		SITTING 76		AFTER EXERCISE		2 MIN. AFTER	
59. DISTANT VISION		60. REFRACTION		61. 0.62M		NEAR VISION		0.62M			
RIGHT 20/20 CORR. TO 20/		BY S. CX		20.12		CORR. TO 20.8		BY Lens			
LEFT 20/20 CORR. TO 20/		BY S. CX		20.12		CORR. TO 20.8		BY Lens			
62. HETEROPHORIA: (Specify distance) ES* EX* R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) AOC 1940 18/18				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15 /15 SV 15 /15		250 500 1000 2000 3000 4000 8000 250 512 1024 2048 3072 4096 8192									
LEFT WV 15 /15 SV 15 /15		RIGHT LEFT									
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY											

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check)

☒ IS QUALIFIED FOR strenuous physical exertion and use of firearms.  
☐ IS NOT

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

CAPT. MC, USN

SIGNATURE

/s/

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

/s/

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

ATTACHMENT TO STANDARD FORM 88  
(Revised December 5, 1955)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical exertion. (Designate which)  
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? Does examinee have any defects prohibiting safe operation of motor vehicles?

No  
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

b6  
b7C

Medical Examiner)

OCT 19 1956

(Date)

67-109106-270  
ENCLOSURE

JONES, M. A.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

b6  
b7C

DATE: 11-2-56

FROM : H. L. Edwards

SUBJECT: SA MILTON A. JONES  
 Chief - Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12,150  
 Non-Veteran; Not on Probation  
 RE: INSPECTOR'S AIDE

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

This employee entered on duty 2-6-39 as a Special Agent and is presently in Grade GS-15, \$12,150 per annum. He was trained to assist on inspections in July, 1945.

By letter dated 9-2-55 he was CENSURED and PLACED ON PROBATION inasmuch as he reviewed and approved a memorandum to all investigative employees dated 8-15-55 advising of the addition of Daniel Abram Everhart to the Top Ten Fugitive List. He was most derelict in approving this memorandum, which had been prepared by an Agent under his supervision, inasmuch as it contained glaring errors in the third paragraph where the name of another fugitive on this list was erroneously substituted for the name of Everhart in two places. On 12-14-55 he was REMOVED FROM PROBATION.

Since SA Jones was placed on probation, he has received 2 letters of CENSURE. On 9-13-55 he was censured for reviewing and approving a memorandum to the Attorney General dated 8-30-55 regarding the Fund for the Republic and he failed to detect that this memorandum contained an erroneous date. On 2-21-56 he was censured inasmuch as since 11-10-55 he had been charged with failure to detect on a number of occasions non-substantive errors in official correspondence reviewed and approved by him. A letter of APPRECIATION was directed to him on 10-26-55.

His daily average overtime for the past six months is as follows: April, 2 hours 30 minutes; May, 2 hours 38 minutes; June, 2 hours 52 minutes; July, 2 hours 51 minutes; August, 2 hours 49 minutes; and September, 2 hours 47 minutes.

SA Jones has been considered for utilization as an Inspector's Aide on three different occasions but was passed over to be reconsidered at later dates.

RECOMMENDATION: That approval be granted to utilize his services as an Inspector's Aide.

RECORDED - 149

67-109106-271

Searched	
Numbered	39
NOV 6 1956	
FEDERAL BUREAU OF INVESTIGATION	

FDH/wg  
(3)

CC: Mr. Tamm

18 NOV 13 1956

3/PA

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: November 6, 1956

FROM : Mr. Nichols

SUBJECT: MILTON A. JONES.  
 SECTION CHIEF, CRIME RECORDS SECTION  
 RECORDS AND COMMUNICATIONS DIVISION  
 EOD 2-6-39  
 GS-15, (\$12, 150)  
 "THE FBI STORY: A REPORT TO THE PEOPLE"

Tolson ☒  
 Nichols ☒  
 Boardman ☐  
 Belmont ☐  
 Mason ☐  
 Mohr ☐  
 Parsons ☐  
 Rosen ☐  
 Tamm ☐  
 Nease ☐  
 Winterrowd ☐  
 Tele. Room ☐  
 Holloman ☐  
 Gandy ☐

The bulk of the research of "The FBI Story: A Report to the People" by Don Whitehead was handled in Mr. Jones's section. In addition to the research, the typing of the manuscript and all of the proofreading were done in the Crime Records Section.

Mr. Jones followed this entire project in a very excellent fashion and was extremely helpful throughout the entire course of this project, particularly with his close analysis of the manuscript from both a policy and proofreading standpoint.

RECORDED-146

Searched

At one time or the other practically every employee in Mr. Jones's section was involved in this project, and it is felt that the letter of commendation directed to Mr. Jones should also recognize the efforts of his section as a whole.

NOV 16 1956

FEDERAL BUREAU OF INVESTIGATION

RECOMMENDATION:

It is recommended that Mr. Jones and through him, the Crime Records Section, receive a letter of commendation for the diligent and efficient efforts of that section in connection with "The FBI Story: A Report to the People."

ADDENDUM OF ADMINISTRATIVE DIVISION CRD:js 11/13/56

JTM:ogh *ugh*  
 (2)

Mr. Jones is being censured by letter 11/15/56 for 2 typographical errors made in Crime Records Section which appeared in plastic copies of Director's speech before the National Council of Catholic Women on 11/9/56, which had been sent to Chicago Office for release.

*Let to Jones*  
*11-13-56*  
*11/13/56*

*JPM*  
*11/13*

*[Signature]*

*[Signature]*

*1 copy 2/26/56*  
*11-26-56*

November 13, 1956

**PERSONAL AND CONFIDENTIAL**

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

I wanted to drop you this personal note to express my appreciation for the splendid assistance which you rendered in the preparation of the Don Whitehead book, "The FBI Story." I realize that the burden of this book fell upon the Crime Records Section, which necessitated your taking up the slack to enable other supervisors to give time to the book, and I realize that numerous individuals in the Crime Records Section rendered outstanding assistance in connection with the preparation of the book.

Accordingly, I want to commend you and, through you, all of my associates in the Crime Records Section. My deep appreciation for a fine job well done.

RECORDED-146

Sincerely yours, 10 NOV 16 1956

J. Edgar Hoover

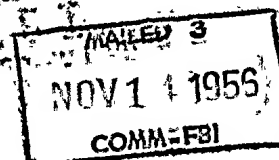
Mr. Jones is being censured by letter 11/15/56 for 2 typographical errors made in Crime Records Section which appeared in plasti-plate copies of Director's speech before the National Council of Catholic Women on 11/9/56, which had been sent to Chicago Office for release.

cc-Mr. Mohr

LBN:jmr

(4)

Tolson  
Nichols  
Boardman  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
Trotter  
Nease  
Winterrowd  
Tele. Room  
Holloman  
Gandy



November 15, 1956

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

Attention has been directed to the inefficient functioning by the section under your supervision in connection with the preparation on November 7, 1956, of certain material. Specifically, personnel for whom you are responsible failed to prepare and review this material with sufficient care and as a result they did not detect errors which appeared in it.

The failure on your part to adequately supervise this matter and to insure that this material was free from error is inexcusable. Hereafter, you will be expected to discharge your duties with a higher degree of thoroughness and efficiency so that there will be no other occasion such as this to criticize you.

Very truly yours,

J. Edgar Hoover

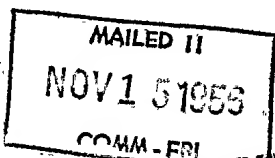
John Edgar Hoover  
Director

TJN:bak:jlj  
(5)

cc - Mr. Nichols (Personal Attention)  
cc - Records & Communications Division Personnel File

Based on memo from L. B. Nichols to Mr. Tolson dated 11/9/56

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



NOV 23 1956

REC'D-READING ROOM  
FBI

NOV 15 1956

609/06-274  
LBN:sak:nl  
NOV 15 1956

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: November 21, 1956

FROM : L. B. Nichols

SUBJECT: MILTON A. JONES  
EOD 2/6/39, GS-15, \$12,150

☒ Tolson  
☒ Nichols  
☐ Boardman  
☐ Belmont  
☒ Mohr  
☐ Parsons  
☐ Rosen  
☐ Tamm  
☐ Trotter  
☐ Nease  
☐ Tele. Room  
☐ Holloman  
☐ Gandy

Early this evening, Mr. Jones' transfer letter came through with the usual copy for me. I sent for him and delivered the letter. After reading the letter he was silent for a moment and then asked what he had done to bring this on. I told him that he knew very well what the situation was; that the routing slip which he had written was uncalled for and had he had any such feelings he should have written a memorandum pointing out the facts of the situation. Mr. Jones was very much taken-back and stated that this was the biggest blow to him in his life; that in the 18 years he had been in the Bureau he had worked for only one purpose, namely to further the Bureau's best interests; that the phraseology in his routing slip was unfortunate, and there was certainly no personalities involved.

I told him that it was unfortunate and that he should not have expressed himself in the manner in which he did; that I had talked to him over a period of time about his abruptness and about the necessity of not becoming overly engrossed, which to my certain knowledge is a fault which is occasioned by his own intense feelings. Jones asked if I thought that the Director and you had doubts as to his loyalty. I told him that if there were any doubts as to his loyalty, the action would have been different.

Jones had previously told me of his calling on you on Monday and he asked my opinion on seeing the Director. I told him that this, of course, was a matter for him to decide. He stated that he had put all of his energy into the Bureau; that he could make a mistake and he did; but that he had been conscientious. He again brought up the matter of personalities and asked if I thought anybody thought that there were personalities involved. I told him that the fact remained that the routing slip standing by itself certainly did not look good and did of itself reflect an injudicious attitude.

Jones' attitude was exceedingly good. His sole concern, as expressed to me was to figure out some way to demonstrate to the Director that he did place the Bureau's best interests first. Jones is a very hard worker and he has always impressed me as being very conscientious. One fault has been that he is abrupt and at times can be argumentative. He is a very straightforward individual and is given to expressing himself in a straightforward manner. He asked if I thought

LBN:hpf

(2)

94  
66 NOV 28 1956

67-109106-275

3/51

Memo to Mr. Tolson  
MILTON A. JONES

November 21, 1956

that there was any chance of the action being changed. I told him that I frankly did not. He asked whether I thought the Director would be receptive to giving him another chance and I told him that I thought the action spoke for itself.

Jones told me he was going to request to see the Director on Wednesday. I told him that, of course, this was a matter for him to decide.

✓ ✓  
The note was a culmination  
of many complaints about  
his difficult manner &  
uncooperativeness. I dis-  
counted these previous  
complaints assuming that  
there might be flashes  
of personalities but  
when I saw this <sup>in</sup> block &  
while the actual ex-  
pression of hostility  
frankly stunned me  
& confirmed all pre-  
vious reports I had  
received about his  
attitude.

L.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 11-21-56

FROM : H. L. Edwards *HLE*

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

SUBJECT: MILTON A. JONES  
 Supervisory Special Agent  
 Chief, Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12,150  
 Non-Veteran; Not on Probation

The following is a brief, concise summary concerning Mr. Jones for the Director's use.

By letter dated 11-20-56 Mr. Jones was advised he was being TRANSFERRED to the Newark Division on general assignment and in connection with this transfer he was being DEMOTED from GS-15, \$12,150 per annum to GS-13, \$10,065 per annum, effective 12-2-56. It is noted this action was recommended by Mr. Tolson in his memorandum to the Director dated 11-19-56 advising of a penciled note reading "This one takes the prize. We break our necks getting it out and get this type of stuff back," written by M. A. Jones, Chief of Crime Records Section, in connection with two changes suggested by Miss Gandy in connection with the draft of a letter to Mr. [redacted] dated November 16. Mr. Tolson stated he called Mr. Jones and confirmed the fact that this was his notation. Later Mr. Jones called to see Mr. Tolson to apologize for the note, at which time he stated that Mr. Tolson could be assured and could assure the Director that this was not typical of his attitude. Mr. Tolson told him he thought it was and thought the Director would think so too. Mr. Tolson further advised he had been told on several occasions that Mr. Jones was very difficult to deal with and that he had not been receptive to changes suggested in correspondence and mail emanating from the Crime Records Section. Mr. Tolson thought he had outlived his usefulness at the Seat of Government. In connection with the above the Director noted, "I concur. When suggestions are made, whether by my office as in this case, or from some other source they are constructive and not captious. Any such attitude as herein manifested is not only unwarranted but is insubordinate. H."

RECORDED - 148

67-109106-276

A review of Mr. Jones file reflects he has been serving as an Agent since 2-6-39. He was transferred to the Records and Communications Division on 2-20-40 and has been assigned as Chief of the Crime Records Section since 3-1-44. He is presently in Grade GS-15, \$12,150 per annum. During the current year he has received two letters of censure. On 2-21-56 he was CENSURED inasmuch as it was noted since 11-10-55, he had been charged with failure to detect on a number of occasions nonsubstantive errors in official correspondence reviewed and approved by him. On 11-15-56 he was CENSURED in view of the inefficient functioning by the section under his supervision in connection with the preparation on 11-7-56, of certain material. By letter dated 11-13-56 he was COMMENDED for the splendid assistance he rendered in the preparation of the FDH/dar (2) Attachment (Permanent Brief)

*11-23-56 JH:FC*

*THREE*

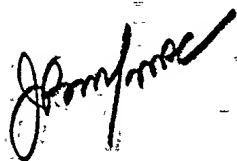
tion of the Don Whitehead book, "The FBI Story."

On 2-6-56 the Director congratulated Mr. Jones on his seventeenth anniversary with the Bureau and stated he hoped the Bureau would have the benefit of his services for many more years. This was acknowledged by Mr. Jones on 2-6-56.

During an inspection of the Records and Communications Division in April, 1956, Inspector J. E. Edwards advised he had a good understanding of the Bureau's over-all policy and was considered to be a capable supervisor. He stated he was interested in advancement, liked his assignment but had no limitations on his availability.

His daily average overtime for the last six months has been as follows: May, 2 hours 38 minutes; June, 2 hours 52 minutes; July, 2 hours 51 minutes; August, 2 hours 49 minutes; September, 2 hours 47 minutes; October, 2 hours 51 minutes.

As of February, 1956, Mr. Jones listed Washington, D. C.,; Richmond; and Louisville as his offices of preference.



November 23, 1956

MEMORANDUM FOR MR. TOLSON  
MR. MOHR

On Wednesday, November 21, Mr. Milton A. Jones, Chief of the Crime Records Section, asked to see me. When he did, he stated he desired first to apologize for the sarcastic note containing his comments which had been attached to some official papers that had come through incident to the draft of some correspondence and the suggested corrections of this correspondence by the Director's Office. He stated that he had no excuse whatsoever for the expressions which he used; was sorry for using them; and could assure me that such an incident would not occur again.

Mr. Jones also asked that I reconsider the administrative action which had been taken in his case and give him another chance, as he had learned a grievous lesson.

RECORDED - 148

67-109101-277

I told Mr. Jones that the action which had been taken had been in no way predicated upon whether the suggestions for changes which had been made were sound or unsound; that I had for over a period of nearly two years received complaints from a number of sources indicating his stubbornness and uncooperativeness in dealing with Mr. Tolson's office and with my office when suggestions were made for changes to be effected. I told Mr. Jones that no one in the Bureau is supposed to be a "yes" man; that when any suggestions were made that were not considered to be sound, the person to whom they were made had a perfect right and duty to take the matter up through proper channels in the proper way. I pointed out to Mr. Jones that in the instances about which complaints had reached me, he had obviously been quite argumentative, and whether intentional or otherwise, his manner had been offensive. I told Mr. Jones that I had discounted these complaints in the past as possibly being clashes of personalities, but that when the note which he wrote recently came to my attention, I recognized then that I had been wrong and that he did have a most unsatisfactory attitude which indicated rank insubordination.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

JEH:TLC

(5)

50364 pp

SENT FROM D. O.
DATE 11-20-56
BY [Signature]

OFFICE

Messrs. Tolson, Mohr

November 23, 1956

Mr. Jones stated that some little while ago Mr. Nichols had had a very frank talk with him following a conversation which Mr. Nichols had with Mr. Tolson and that he, Mr. Jones, had tried to improve his attitude, as he recognized that he did have a very stubborn strain but he had held the same in control. I told him it was obvious he had not successfully done so in all instances because the note in question was as extreme as a note could be. I told Mr. Jones that I could not understand how a man forty-three years of age and who had been in the Bureau eighteen years and at the Seat of Government fourteen years was not the master of his temper. I told him it could be expected of younger men that they might lose their heads under strain and stress, but that an older man such as he, Mr. Jones is, was expected to act in a mature manner. I told Mr. Jones that he had done himself and the Bureau a great disservice, in that he did have ability and he did manifest great industry, but that all of this was overshadowed by an offensive personality when it was necessary to have any conversation or discussion with him.

Mr. Jones stated he wanted to assure me that he had been and always would be extremely loyal to the Bureau and its interests. I told Mr. Jones I did not question his loyalty because if I had, I would have asked for his resignation, but that I could not and would not tolerate any such display of uncooperativeness and insubordination as he had evidenced in the writing of the note and which I was now convinced he had evidenced in conversations on previous occasions with personnel in Mr. Tolson's office and my office.

Mr. Jones pleaded for another chance. He stated that while he had heavy personal responsibilities, in that two of his children were receiving special treatment for the straightening of their teeth and his mother who lives in Kentucky was suffering from calcification of the joints and his father was eighty years of age, all of which was a heavy financial burden upon him, the disciplinary action which had been taken hurt him more because of the reduction in responsibility which it would mean.

I told Mr. Jones that I would be willing to give him one more chance, but that I hoped that he had learned his lesson because he would not have an opportunity again to be afforded another chance if he

Messrs. Tolson, Mohr

November 23, 1956

manifested any display of temperament, indicating rank immaturity.

Therefore, the transfer and reduction orders are to be cancelled and Mr. Jones is to be continued on probation as Chief of the Crime Records Section.

Very truly yours,

*1519. E. 12.*

John Edgar Hoover  
Director

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 07-19-2010

Mr. Tolson ☒  
Mr. Nichols ☒  
Mr. Boardman ☒  
Mr. Belmont ☒  
Mr. Mohr ☒  
Mr. Parsons ☒  
Mr. Rosen ☒  
Mr. Tamm ☒  
Mr. Trotter ☒  
Mr. Nease ☒  
Tele. Room ☒  
Mr. Holloman ☒  
Miss Gandy ☒

November 26, 1956

PERSONAL AND CONFIDENTIAL

Mr. John Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Hoover:

I have received your letter of November 23, 1956,  
in which you advise of the cancellation of the administrative action  
taken against me previously and of my being placed on probation.

Needless to say, I deeply appreciated the opportunity  
of talking with you last Wednesday and your kind consideration of  
my situation. I know I shall profit immeasurably from the advice  
which I received from you. Again let me assure you that there  
will be no repetition of the incident which occurred recently.

Sincerely yours,

*M. A. Jones*  
M. A. Jones

RECORDED-146

109-106-278

Searched	_____
Numbered	39
2 NOV 27 1956	
RECORDS SECTION	

66 NOV 30 1956

3/5H

COPY - 149

TO : Mr. Tolson  
FROM : L. B. Nichols  
SUBJECT : THE FBI STORY

11-6-56

M. A. Jones

As we approach the publication date of the book, I desire to call to your attention the list of Bureau personnel whom I feel should be commended by letter for the assistance which they gave in the preparation of the material and working on various phases of the book.

b6  
b7C

Special Agent [redacted], Crime Records Section - [redacted] was pretty much the wheel horse, was assigned to coordinating the various projects, and he worked on the book from the outset compiling research data, worked on its documentation and has handled himself exceedingly well. I consider that his efforts were outstanding.

Special Agent Gordon E. Malmfeldt, Crime Records Section - Malmfeldt has worked continuously on the book since mid-October of 1955. He did a large part of the original research as well as documentation. He has been exceedingly conscientious and was persistent in running down points seeking accuracy.

Special Agent William Pfeiffer - Pfeiffer is now assigned to the Special Chinese Language School. This assignment took place after the major portion of the book had been finished. His efforts were excellent in gathering and compiling research material and in checking it out.

Special Agent Dwight Dalbey, Training and Inspection Division - Dalbey handled the research material covering the portions on World War I and SIS material. His work was extremely thorough, detailed and accurate. His enthusiasm was excellent.

b6  
b7C

Special Agent [redacted], Training and Inspection Division - [redacted] a firearms instructor, was made available to assist in the original research when we were hard pressed to get the project started in the fall of 1955. He worked long hours and turned in an excellent performance.

LBN:nl (2)

7 NOV 28 1956  
FEDERAL BUREAU OF INVESTIGATION

ORIGINAL FILED IN 94-44042-12

18 DEC 3 1956

88

COPY - 149

Nichols to Tolson Memorandum

11-6-56

b6  
b7C

Special Agent [redacted], Crime Records Section - [redacted] did a great deal of the original research work; however, his chief responsibility was in reviewing Whitehead's manuscript in the documentation work and in playing the role of a "devil's advocate." His contribution was invaluable. He carried on a major portion of the work on the index. [redacted] is a purist so far as the use of the English language is concerned and he worked long hours and I consider his contribution outstanding.

Special Agent Russell S. Garner, Central Research, Domestic Intelligence Division - Garner did the research on the data concerning communism and espionage matters. He did an excellent job in condensing and surveying these voluminous files and in compiling outlines from which Whitehead worked. He did an outstanding job.

Special Agent Stanley M. Fuehrer, now assigned San Diego - Fuehrer, while assigned in the Central Research Section of the Domestic Intelligence Division, assisted Garner. His research was excellent and his performance was also excellent.

Special Agent William C. Sullivan, Central Research Section, Domestic Intelligence Division - Sullivan supervised the efforts of Garner and Fuehrer. He aided me personally, particularly in chapters on communism and espionage and related matters. In addition, he read the manuscript in toto on at least two occasions and other portions he checked considerably. His work was outstanding. He has already been commended by the Director so a letter need not be sent to him at this time.

b6  
b7C

Special Agent [redacted] Crime Records Section - Gunn, while not regularly assigned to this project, made an extremely valuable contribution with research which was used in the chapter on the smear campaign of 1940; the data on the Palmer raids and civil rights.

M. A. Jones, Chief of the Crime Records Section - Jones was most helpful throughout the entire project. He made available 3 of his supervisors who were utilized full time. Jones took up some of the slack. Jones also read the manuscript and was very helpful to

COPY - 149

Nichols to Tolson Memorandum

me personally. One letter should go to him for his own efforts and also on behalf of the entire Crime Records Section.

b6  
b7C

Miss [ ] Records Section - Miss [ ] was assigned to the project at the very beginning. She maintained the index of sources utilized, was of great assistance in locating material in Bureau files. Her work was so outstanding and her performance was so excellent that by separate memorandum she is being recommended to receive a meritorious award in addition to a letter of commendation.

Miss [ ] Records Section - Miss [ ] was assigned to this project from the Correlation Unit of the Records Section and she handled a large portion of the typing on the outline and final draft of the manuscript. She is neat and accurate. She worked long hours and her services were satisfactory.

b6  
b7C

Miss [ ] assigned Reading Room, Records and Communication Division - Miss [ ] was the proofreader. She maintained records on the documentation, footnotes, and she was very enthusiastic and took an unusual interest in the project and by separate memorandum she is being recommended to receive a meritorious award in addition to a letter of commendation.

b6  
b7C

Miss [ ] Records Section - Miss [ ] was assigned to work on the project exclusively in the files section. Her background of the Bureau as well as her knowledge of procedures enabled her to locate data in both Bureau and Department files when we had very little to go on in the way of description. She put in long hours and her work was outstanding.

b6  
b7C

Miss [ ] Crime Records Section - Miss [ ] assisted materially throughout the entire course of the project. She helped in the typing and various other clerical functions which were involved in the project. Her services were excellent.

b6  
b7C

Miss [ ] assigned Nichols' front office - Miss [ ] was of great assistance to various individuals who were working on the book. I did considerable cross checking and she helped me a great deal. Many nights she remained in the office helping out on matters which she was not able to do in view of the routine work of the office during the day.

b6  
b7C

COPY - 149

Nichols to Tolson Memorandum

11-6-56

This book turned out to be a much bigger project than I believe any of us ever realized when we started out. The help that we got from the various divisions and the interest taken by every Assistant Director was refreshing indeed. I would be derelict if I did not single out former Assistant Director E. D. Mason who doubled up and to my own certain knowledge took on certain additional burdens in the Training and Inspection Division in order to let Dalbey and [ ] help us on the book. I think that Mason should be commended specifically for this. Mr. Mohr of the Administrative Division likewise was exceedingly helpful, particularly dealing with compiling figures, many of which we later did not use but which we needed to have and I think that Mr. Mohr should be commended for himself and his associates.

b6  
b7c

Mr. Parsons in the Laboratory was particularly helpful in the chapters dealing with the Laboratory and also in other related matters, and I think that Mr. Parsons' personal enthusiasm and industry would warrant a letter of commendation mentioning F. M. Miller who assisted in the research work for the chapter used on the Laboratory.

As pointed out at the very beginning, I recommend that letters of commendation to the above-mentioned individuals and if approved, they will be sent through individually with a cover memorandum telling the contribution of each.

I agree. T. 11/7

OK. H.

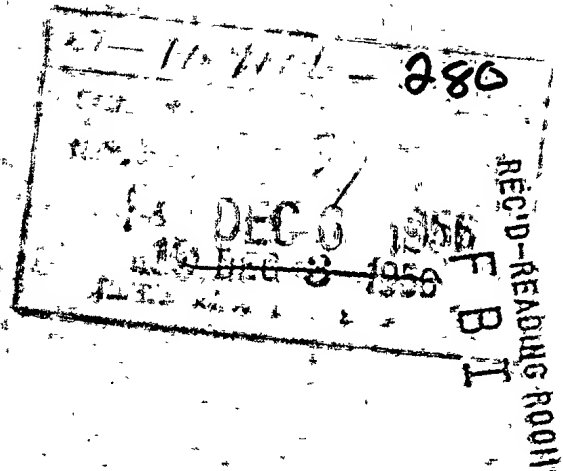
SAC, Newark

November 23, 1956

Director, FBI

**MILTON A. JONES**  
**SPECIAL AGENT**

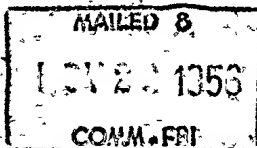
You are advised that the pending transfer of Special Agent Jones to your Division is hereby canceled.



Nov 23 4 31 PM '56

ERC:bag

(3)



Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

DEC 7 1956

November 23, 1956

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

*After May  
government*

Dear Mr. Jones:

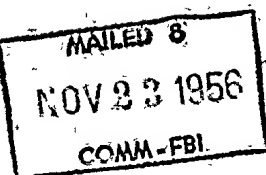
Apropos of our conversation of November 21,  
1956, necessary action has been taken to cancel your demotion  
and your pending transfer to the Newark Division.

In view of the serious delinquency which I discussed  
with you and for which you were responsible, you are being  
placed on probation. You must understand that any similar de-  
liction on your part will not be tolerated.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director



REC'D-RECORDS ROOM

Nov 23 4 31 PM '56

THBak

(11) cc - Records & Communications Division Personnel File  
cc- Mr. Clayton (P & C); Mr. J. B. Adams (P & C); Mr. Clark (P & C)  
Mr. C. Q. Smith (P & C); H. L. Edwards (P & C)  
Mr. Tamm (Inspector's Aide) (P & C)

Mr. Nichols (P & C)

Addendum: The work performance of this employee should be closely  
supervised for a period of 90 days and at the expiration of that time a  
special performance rating report should be submitted together with a  
recommendation as to whether he should be removed from probation.

Based on memo dated 11/23/56 from the Director to Mr. Tolson and Mr. Mohr

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

DEC 7 1956

J.B. Adams # 4532

412

November 20, 1956

~~PERSONAL AND CONFIDENTIAL~~

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

By separate communication you are being transferred to the Newark Division on general assignment. In connection with your transfer you are being demoted from grade GS-15, \$12,150 per annum, to grade GS-13, \$10,065 per annum, effective December 2, 1956,

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

cc - Mr. Nichols (~~PERSONAL AND CONFIDENTIAL~~)

Movement Unit (P & C)

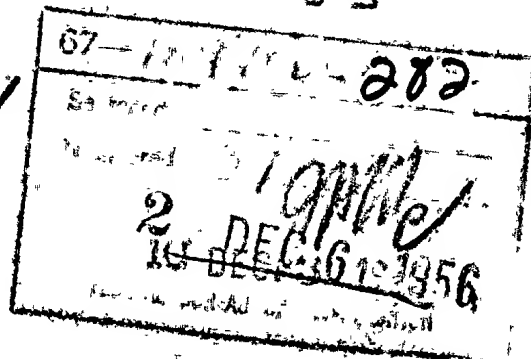
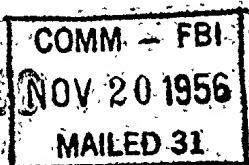
Mrs. [redacted] (P & C)

Miss [redacted] (P & C)

ERC:akc  
(7) *akc*

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

DEC 7 1956



REC'D-READING ROOM  
FBI

November 20, 1956

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D.C.

Dear Mr. Jones:

Your headquarters are changed from Washington, D. C., to Newark, New Jersey, effective upon your arrival there on or after this date. This change is made for official reasons and you will be allowed transportation expenses and per diem at the rate of \$12.00 per day within the U. S., \$6.00 per day for air travel, rail travel, and ocean travel by steamship outside the continental limits of the U.S., transportation expenses for your immediate family, and transportation cost of household goods and personal effects as provided for in Public Law 600 dated August 2, 1946, and Executive Order 9805, dated November 25, 1946, as amended. You are authorized to use your privately owned automobile and you will be reimbursed at the rate of ten cents per mile plus incidental expenses, not to exceed the cost by common carrier over the most direct route for all persons officially traveling therein. Should your dependents travel separate and apart from you, expenses will be allowed under the same conditions as above.

Very truly yours,

John Edgar Hoover  
Director

CC - SAC, Newark

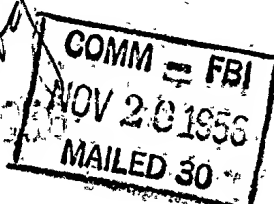
Mr. Nichols (?) Advise the Administrative Division within 48 hours departure date and arrival date.

Mrs. [redacted]  
Mr. H. L. Edwards  
Miss [redacted]

ERC:bag

(2)

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



b6  
b7C

2 DEC 6 1956

## Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR

b6  
b7C

DATE: 11/19/56

FROM : CLYDE TOLSON

SUBJECT: MILTON A. JONES  
CHIEF  
CRIME RECORDS SECTION

Tolson ☒  
 Nichols ☒  
 Boardman ☒  
 Belmont ☒  
 Mohr ☒  
 Parsons ☒  
 Rosen ☒  
 Tamm ☒  
 Trotter ☒  
 Nease ☒  
 Winterrowd ☒  
 Tele. Room ☒  
 Holloman ☒  
 Gandy ☒

The attached penciled note reading "This one takes the prize. We break our necks getting it out and get this type of stuff back," was written by Milton A. Jones, Chief of the Crime Records Section, in connection with two changes suggested by Miss Gandy in connection with the draft of a letter to Mr. [redacted] dated November 16.

b6  
b7C

I called Mr. Jones and confirmed the fact that this was his notation. Later he called to see me to apologize for the note, at which time he stated that I could be assured and could assure you that this was not typical of his attitude. I told him I thought it was and I thought you would think so too. I have been told on several occasions that Mr. Jones is very difficult to deal with and that he has not been receptive to changes suggested in correspondence and mail emanating from the Crime Records Section. I think he has outlived his usefulness at the Seat of Government. A brief of his file is attached.

RECOMMENDATION

I recommend he be demoted from Grade GS-15 to Grade GS-13 and transferred to Newark on general assignment as a Special Agent.

67-109106-284

Searched \_\_\_\_\_

2 DEC 6 1956

FEDERAL BUREAU OF INVESTIGATION

ENCLOSURE

CT:DSS

I concur. When suggestions are made, whether by my office or in this case, or from some other source they are constructive & not capricious. Any such attitude as herein manifested is not only unwarranted but is insubordinate. H.

18 DEC 12 1956

18 DEC 12 1956

Transferred  
 11/20/56  
 GRC:alw

4-76 (Rev. 10-4-56) FEDERAL BUREAU OF INVESTIGATION

Room 4236, Phone 645, 646, 1956

Director, 5633  
 Mr. Tolson, 5746  
 Mr. Nichols, 5610  
 Mr. Boardman, 5736  
 Mr. Belmont, 1742  
 Mr. Mohr, 5517  
 Mr. Parsons, 7621  
 Mr. Rosen, 5706  
 Mr. Tamm, 5256  
 Mr. Trotter, 4130 IB  
 Miss Gandy, 5633  
 Mr. Holloman, 5633  
 Mr. Nease, 5744  
 Mr. McGuire, 5640  
 Mr. DeLoach, 5636  
 Mr. Wick, 5634  
 Miss [redacted] 5640

Mr. Leonard, 6222IB  
 Mr. Waikart, 7204  
 Mr. Newman, 5527  
 Mr. Renneberger, B-114  
 Mr. Rogers, 5232  
 Mr. Davidson, 7121  
 Reading Room, 5531  
 Exhibits Section, 332 OPO  
 Records Branch  
 Serialize Special & Return  
 File Special  
 Mail Room, 5533  
 Supply Room, B-216  
 Photo. Lab., 7331  
 Telephone Room, 5633  
 Tour Room, 5625  
 Mr. \_\_\_\_\_  
 Mrs. \_\_\_\_\_  
 Miss \_\_\_\_\_  
 Room \_\_\_\_\_

CRIME RECORDS SECTION

Jones, M.A., 4236 - 645  
 Dyar, 4228 - 629  
 Emond, 4231 - 653  
 Fulton, 4234 - 649  
 Gunn, 4228 - 628  
 Hanning, 4246 - 788  
 Healy, 4233 - 895  
 Heim, 4235 - 481  
 Hoxie, 4234 - 649  
 Hudson, 4228 - 628  
 Kemper, 4234 - 751  
 Leinbaugh, 4234 - 751  
 Long, 4235 - 481  
 Malmfeldt, 4241 - 622  
 Moore, 4231 - 653  
 Murphy, 4241 - 622  
 Peet, 4234 - 649  
 Still, 4241 - 622  
 Stukenbroeker, 4235 - 879  
 Suttler, 4246 - 787

Correct and Return  
 Re-date  
 Per Call  
 Library, 4248  
 Miss Wheeling, 4228  
 Miss Swann, 4248  
 Room 4240, Speech Room  
 Room 4237, Forms  
 Research Files, 4237  
 [redacted] 4237  
 [redacted] 4232  
 [redacted] 4236  
 [redacted] 4244  
 [redacted] 4230  
 [redacted] 4229  
 [redacted] 4231  
 Mr. McHale, 4244  
 [redacted] 4236  
 [redacted] 4242  
 [redacted] 4232  
 [redacted] 4235  
 [redacted] 4233  
 Make Card  
 Return Enclosure  
 [redacted] 4239  
 Mr. Wilkinson, 4244

THIS ONE TAKES  
 THE PRIDE. WE  
 BREAK OUR NECKS  
 GETTING OUT AND  
 GET THIS TYPE OF  
 STUFF  
 BACK.

H. A. Jones  
 CRIME RECORDS SECTION  
 10916-284

ENCLOSURE

FEDERAL BUREAU OF INVESTIGATION

Room 5744 11/16/, 1956  
Extension 351

TO:

☐ Director  
☐ Mr. Tolson  
☐ Mr. Boardman  
☒ Mr. Nichols  
☐ Mr. Belmont  
☐ Mr. Mohr  
☐ Mr. Parsons  
☐ Mr. Rosen  
☐ Mr. Tamm  
☐ Mr. Trotter  
☐ Mr. Callahan  
☐ Mr. H.L. Edwards  
☐ Mr. M.A. Jones  
☐ Mr. J.J. McGuire  
☐ Mr. Waikart  
☐ Mr. Holloman  
☒ Miss Gandy  
☒ Reading Room  
☐ Personnel Records Sec.  
☐ Mrs.   
☐ Mrs.   
☐ Miss

*12/3/56*  
*mm*  
*gm*

b6  
b7C

See Me  
Send File

For appropriate action  
Note & Return  
Initial and Return

b6  
b7C

ReBulet to   
Tacoma, Washington GWG:imc  
- Page 3, line 4: "into his life" should be  
changed to "into their lives."

**ERROR - RETURNED BY DIRECTOR'S  
OFFICE.**

Also, Pg. 1, paragraph 3, line 5, please  
change "stands" to "stand."

GAN

G. A. Nease

67-109106-284  
ENCLOSURE

Mr. Nichols

Re: Letter to [redacted]

b6  
b7C

Mr. Tolson	_____
Mr. Nichols	_____
Mr. Boardman	_____
Mr. Belmont	_____
Mr. Mohr	_____
Mr. Parsons	_____
Mr. Rosen	_____
Mr. Tamm	_____
Mr. Trotter	_____
Mr. Nease	_____
Tele. Room	_____
Mr. Holloman	_____
Miss Gandy	_____

The Director's Office has returned the letter which was prepared in answer to [redacted] letter of November 12, 1956, concerning the Director's article, "Punish the Parent?"

In returning this letter, the following changes were involved under the Error Program:

- (1) Page 1, Paragraph 3 -- "For every offender who is identified, apprehended and convicted, a new recruit--and sometimes two or three newcomers--stands ready to fill the vacancy."

The Director's Office instructs that "stands" be changed to "stand."

The correct verb here is "stands." The words "and sometimes two or three newcomers" are set off by dashes. They constitute a parenthetical expression and do not influence the subject of the sentence--the word "recruit" which is singular and takes the singular verb "stands."

This matter was checked with the Reading Room before the letter left the Crime Records Section and again has been checked following the return of the letter. \*

- (2) Page 3, Top -- "If there were special circumstances which prevented one or both parents from providing proper guidance to their children, I again would not place greater hardships upon the family by a severe fine or prison sentence; but I would insist that a competent youth-serving agency, perhaps the YMCA, Boy Scouts or a similar wholesome organization, be brought into his life."

The Director's Office instructs that "his life" be changed to "their lives."

If the above change is necessary, then the sentence following this one must be changed also; and we have taken the liberty of doing so. It formerly read, "And I would assure that the leaders of this agency were fully apprised of the youngster's problem and his needs." This now has been changed to read "the youngsters' problem and their needs."

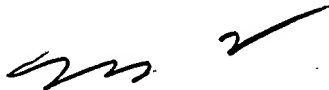
ENCLOSURE 67-109106-284

\*See first illustration at top of page 75 of the "Standard Handbook for Secretaries" which reads, "This dealer--and certainly those that you mentioned--is fair."

With respect to the change of "his life" to "their lives," it is pointed out that throughout the letter we are talking about juvenile delinquency in the singular sense and referring to a boy. This is borne out on page 2, for example, where we state "the adult community has failed not only the young boy,"...."Does he know his son's companions and their families?"...etc. It also is borne out on page 3, where we state "I sympathize with the youngster who must turn to outsiders for understanding and guidance"...."The parents of an emotionally unstable youth have a grave responsibility to that child"....etc.

In the questioned sentence, we refer to circumstances preventing one or both parents from providing proper guidance to their children, but we immediately return to the singular male delinquent by stating "...I would insist that a competent youth-serving agency, perhaps the YMCA, Boy Scouts or a similar wholesome organization, be brought into his life." The next sentence then reads, "And I would assure that the leaders of this agency were fully apprised of the youngster's problem and his needs."

As previously noted, to change "his life" to "their lives" requires that other changes also be made in this paragraph, and I see no need to have changed the wording at all.





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

November 16, 1956

Mr. [REDACTED]  
[REDACTED]

and [REDACTED]

Puget Sound Bank Building  
Tacoma, Washington

Dear [REDACTED]

b6  
b7c

Thank you for your thoughtful letter of November 12, 1956, concerning my article, "Punish the Parent?" I am grateful to you for having taken the time to thoroughly analyze the article and for sending your views to me.

Looking back over the past quarter century in which law enforcement has made such great strides forward while the crime rate has continued to rise, I have searched time and again for a solution. Why has crime increasingly grown under these circumstances? Of greater importance, how can a substantial and permanent decrease in offenses be realized?

Mere enforcement of the law obviously is not the answer. Many police officials have the feeling that they are on a treadmill. For every offender who is identified, apprehended and convicted, a new recruit--and sometimes two or three newcomers--stands ready to fill the vacancy. Where does the underworld obtain its new members? From the ripe fields of juvenile delinquency.

The answer, as I see it, lies in a combination of good law enforcement and effective crime prevention. To prevent any problem, it is necessary to begin remedial action at the source. In the case of crime, this means attacking juvenile delinquency with intelligent action which will reduce it to an absolute minimum. Unfortunately, there is no vaccine against moral illness. There are, however, a number of positive steps which can be taken.

67-109106-284

19  
November 16, 1956

Mr. [REDACTED]

to their children, I again would not place greater hardships upon the family by a severe fine or prison sentence; but I would insist that a competent youth-serving agency, perhaps the YMCA, Boy Scouts or a similar wholesome organization, be brought into <sup>their lives</sup> his life. And I would assure that the leaders of this agency were fully apprised of the youngster's problem and his needs.

As one who loves children, I sympathize with the youngster who must turn to outsiders for understanding and guidance. The parents of such children are a credit neither to themselves nor to the community. They are, in fact, a menace which threatens not merely the life of a young girl or boy who deserves the opportunity to develop into a responsible adult, but they are in effect a threat to the lives, property and welfare of those around them.

Let me cite an actual example of the parents I have in mind. In nearby Arlington, Virginia, this fall three boys, aged 12, 13 and 14, broke into a school and caused an estimated \$10,000 damage. The boys were in the building from 5:00 p. m. on Saturday until 7:00 a. m. on Sunday. They came from two different families; yet, not one of the parents reported the boys as missing during this 14-hour period. Each of the three juveniles had a previous record of offenses. At the time, in fact, the 13-year-old was on probation for breaking into a church; and the other two boys were in the custody of their parents while awaiting a hearing on other charges. It is parents such as these who I feel should be made to answer for their neglect and irresponsibility.

As you have noted, physical and mental problems underlie some acts of juvenile crime. The parents of an emotionally unstable youth have a grave responsibility to that child. Competent medical and psychiatric attention should be sought. If the family lacks the money to pay for the needed treatment, it should not hesitate to seek the help of public agencies. This is more than preventive action. It is meeting a basic parental obligation. Too much grief and suffering have been brought into decent American homes because an unbalanced person with criminal tendencies was allowed to seek his own adjustment to our way of life. Here is an area in which wasted lives can be salvaged for the good of society.

Mr.

November 10, 1956

Please accept my assurance that I do not advocate sending parents of all juvenile offenders to prison or giving them heavy fines. I do, however, advocate greater recognition of the fact that adult Americans--and parents in particular--are responsible for the present-day delinquency problem by acts of omission as well as commission.

It is a real sign of encouragement to know that outstanding citizens such as you are so genuinely interested in this problem. In the final analysis, children are the most important contribution which any generation makes to the future of mankind.

You may be justifiably proud of the support given the President at the polls on November 6. It was an overwhelming vote of confidence.

Sincerely,

## FEDERAL BUREAU OF INVESTIGATION

12/7

1956

## TO:

___ Director	___ Mr. Nease, 5744
___ Mr. Tolson, 5744	___ Miss Gandy, 5633
___ Mr. Boardman, 5736	___ Mr. Holloman, 5633
___ Mr. Belmont, 1742	
___ Mr. Mohr, 5517	___ Records Branch
___ Mr. Parsons, 7621	___ Pers. Records, 6631
___ Mr. Rosen, 5706	___ Reading Room, 5531
___ Mr. Tamm, 5256	___ Mail Room, 5533
___ Mr. Trotter, 4130 IB	___ Teletype, 5644
___ Mr. Sizoo, 1742	___ Code Room, 4642
	___ Mechanical, B-110
___ Mr. Nichols, 5640	___ Supply Room, B-216
___ Mr. McGuire, 5642	___ Tour Room, 5625
___ Mr. Wick, 5634	
___ Mr. DeLoach, 5636	
___ Mr. Morgan, 5625	
___ Mr. Jones, 4236	
___ Mr. Leonard, 6222 IB	
___ Mr. Waikart, 7204	
___ Mr. Eames, 7206	
___ Mr. Wherry, 5537	
___ See Me	
___ For Your Info	

b6  
b7c\_\_\_ For appropriate  
action

\_\_\_ Note &amp; Return

*Mr. Nease feels this  
should be in Jones'  
personnel file with other  
data re*


L. B. Nichols  
Room 5640, Ext. 691

UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11-9-56

FROM : L. B. Nichols

SUBJECT: DIRECTOR'S ADDRESS  
NATIONAL COUNCIL OF CATHOLIC WOMEN  
NOVEMBER 9, 1956

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

*Crime Records*

A copy of the Director's address was reproduced by the plasti-plate process. On the morning of November 8, 1956, Supervisor L. J. Heim of the Crime Records Section came to my office and pointed out that the sentence appearing in the last paragraph on page 8, 6 lines from the bottom had been reproduced as "What a farce that it!" The "it" was obviously an error as the sentence should read "What a farce that is!" We had already sent copies of the speech to Chicago and arrangements were made to correct this page and send an additional supply. Shortly after the discovery of this error, Miss Gandy advised me that on page 4, 6 lines from the bottom, the word "annually" was misspelled, it was. It was spelled "annally." This change was likewise made in the copies which were dispatched to the Chicago Office for release on Friday. I am attaching Mr. Jones' explanation.

b6  
b7C

The explanation was prepared by Supervisor L. J. Heim and [redacted]. They point out that when the speech was copied, 6 of the best stenographers and typists in the Crime Records Section were used to prepare the plastiplate pages, dividing the pages among the various stenographers and typists. The pages were read out of sequence by Messrs. Heim and [redacted] and some of the pages had to be typed over in order to have a smudge free page for reproduction. When the plastiplate copy was complete, it was read in sequence by Messrs. Heim and [redacted] and sent to the Mechanical Section, and the mistakes were simply not caught.

It is not possible to ascertain the identity of the typist or stenographer who made the mistake. A record was not kept of who typed each individual page. Neither Heim nor [redacted] have any explanation for their mistake. Naturally, both feel very badly about this. Mr. Jones states as follows:

b6  
b7C

Enclosures

LBN:sak:nl  
(2)

RECORDED 149

(Continued next page)

67-80001-751	
Searched	_____
Numbered	37
2 NOV 28 1956	
FEDERAL BUREAU OF INVESTIGATION	

b6  
b7C

*31 file*

*36*  
*15 to Jones, Nichols, Heim*  
*12-4-56*

November 9, 1956

b6  
b7C

"I too am sick and disgusted over the errors in reproducing the speech. I assigned the project to Heim and [ ] since ordinarily they are among the most meticulous and careful supervisors in the section. I told them it was their responsibility to see that it was right and that I would try to look over it. Amid phone calls, reading election letters and other things, I did manage to go through the speech after they had already started to run it. Obviously, I didn't do a very good job. [ ] and Heim really let us down on this. In addition to telling them so, I am going to bring this up at the next conference of supervisors and stress again the importance of assuming responsibility for the accuracy of work being done. I hope that we will never have contend with such a situation again."

I, of course, made no effort to proofread the speech as I obviously should have. I did call Mr. Jones on the phone Wednesday afternoon. I specifically inquired if the speech was being carefully proofread. I specifically made the point that we had always had trouble getting the speeches right and that this would have to be correct.

#### CONCLUSIONS AND RECOMMENDATIONS:

(1) Supervisor Heim is in charge of a unit in the Crime Records Section. He has done good work in the past and has been careful. The mistakes in the speech are inexcusable. Mr. Jones recommended he be censured. I recommend that he be censured and reduced in grade, from GS-14, \$10,320, to the top of GS-13, \$10,065 and transferred to the field.

*See next page*  
*J.P.M.*  
*11/9*

b6  
b7C

(2) [ ] who must share the responsibility with Heim. Likewise has no excuse. I recommend that he be censured and transferred to the field.

*Recommend censure*  
*and probation*

*J.P.M.**11/9**Justice*

- 2 -

*J.P.M.*  
*J.H.*

↓  
(Continued Next Page)

Nichols memorandum to Tolson

November 9, 1956

(3) Mr. M. A. Jones, who is in charge of the Crime Records Section, and who knows from experience the difficulty we have had, should have seen to it that the speech was adequately proofread. I recommend that Mr. Jones be censured.

agree  
11/9

agree  
11/10

agree  
11-11

yes.

(4) As the responsible head of the Division and one who has learned from sad experience that it is difficult to depend upon anyone, I should have personally proofread the speech which I didn't, for which reason I should be censured.

agree  
11/9

agree  
11/9

yes.

agree  
11/10

Summaries of Heim and [ ] are attached.

b6  
b7C

ADDENDUM: 11/9/56 JPM:eam

Special Agent Supervisor Heim<sup>M</sup> is a veteran and under the Veterans' Preference Act it will be necessary to give him 30-days' notice of any proposed suspension of 30 days, involuntary separation from service or a demotion in grade or salary. He would also have to be furnished with a written notice of the charges. Mr. Nichols has already told Heim and [ ] he was going to recommend them for censure and transfer to the field, so obviously Heim would know the reason for the Bureau's adverse action in his case. I seriously doubt that in case of an appeal by Heim that we would be successful in justifying a demotion for him. Under the circumstances, I recommend that Mr. Heim be censured and placed on probation.

b6  
b7C

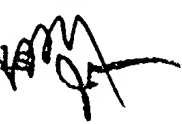
agree  
11/9

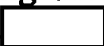
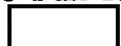
agree  
11/10

yes.

agree  
11/11

November 8, 1956

To: Mr. Nichols 

" I too am sick and disgusted over the errors in reproducing the speech. I assigned the project to Heim and  since ordinarily they are among the most meticulous and careful supervisors in the section. I told them it was their responsibility to see that it was right and that I would try to look over it. Amid phone calls, reading election letters and other things, I did manage to go through the speech after they had already started to run it. Obviously, I didn't do a very good job.  and Heim really let us down on this. In addition to telling them so, I am going to bring this up at the next conference of supervisors and stress again the importance of assuming responsibility for the accuracy of work being done. I hope that we will never have to contend with such a situation again. "

b6  
b7c

  
M. A. Jones

ENCLOSURE

2 copies - Galt  
12-11-56

67-80004-751

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *[Signature]*

DATE: November 8, 1956

FROM : M. A. Jones *[Signature]*SUBJECT: PLASTIPLATE COPY OF NATIONAL  
COUNCIL OF CATHOLIC WOMEN SPEECH  
NOVEMBER 9, 1956  
CHICAGO, ILLINOIS

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

b6  
b7C

Yesterday in making the 13-page Plastiplat copies of captioned speech the initial run, urgently needed for the Chicago Office, had "anually" for "annually" on page 4 and "...it!" for "...is!" on page 8. For speed, we used SA's Heim and [ ] together on the project with 6 of our best stenographers and typists to prepare the Plastiplat pages, dividing the pages among them. These pages were read by SA's Heim and [ ] out of sequence as fast as they were completed, and pages were retyped when necessary and reread. The 13-page Plastiplat copy was then read in sequence by SA's Heim and Long and sent to Mechanical Section.

For economy reasons we are unable to get the special Plastiplat ribbons for the IBM electric typewriter, and as a result difficulty is encountered in printing Plastiplats made with the regular ribbons. In the case of this speech, we found seven Plastiplat pages which had to be retyped because they did not reproduce on the printing machine in a manner which we felt was satisfactory for the Director to give out. In the retyping of pages 4 and 8, the words "anually" and "...it" appeared. As fast as the pages were printed, sufficient copies for the Chicago Office, the Director's office and Mr. Tolson were assembled and furnished. At this time, "anually" and "it!" were inadvertently not caught by SA's Heim, [ ] and Jones. "...it" was caught in Crime Records Section today before distribution outside the Bureau. Copies with amended pages 4 and 8 are being furnished for all first run copies, including new ones being sent to Chicago this afternoon.

b6  
b7CRECOMMENDATIONS:

1. That Crime Records Section be supplied with the special Plastiplat ribbons for the IBM electric typewriters for use on such expedient projects as the Director's speech.

2. Inasmuch as the error program includes errors in all communications destined eventually for outside the Bureau, recommend that SA's Heim and [ ] each be charged with two errors under the error program.

LJH:MLL:rcw

(3)

ADDENDUM: MAJ:pac: 11-8-56

It is felt that Special Agents Heim, [ ] and Jones should be censured in this connection.

b6  
b7CENCLOSURE *[Signature]**2 copies sent  
12-8-56*

December 7, 1956

[redacted]  
[redacted]  
[redacted] New York

b6  
b7C

Dear Mr. [redacted]

I was very happy to receive your letter of December 1 in which you commented so favorably on Don Whitehead's book. Needless to say, we are all very pleased with the response which the book has been receiving, and your kind words were most welcome.

It was good to hear that you enjoyed our New York Office's open house. I was very sorry I wasn't able to attend as, from all reports, it was a splendid affair.

Once again, thank you for your kind words concerning "The FBI Story," but always remember that your own wonderful book of a few years back served a most important purpose.

Sincerely yours,

cc - New York

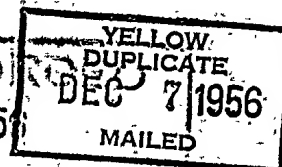
cc - Personnel File of Milton A. Jones, with copy of incoming.

cc - Personnel File of [redacted] with copy of incoming.

b6  
b7C

JTM:grs  
(7)

31  
67 - NOT RECORDED  
1 DEC 10 1956



b6  
b7C

December the 1st. '56

Mr. J. Edgar Hoover, Director  
Federal Bureau of Investigation  
U. S. Department of Justice  
Washington, 25, D.C.

Dear Mr. Hoover:

My sincere appreciation for your kindness in sending me the copy of The FBI Story, by Don Whitehead. It is a terrific piece of writing, a fabulous story, and frankly makes my own efforts of a couple of years ago ("FBI") seem mighty puny by comparison,...to say the least. Mr. Whitehead is to be congratulated upon a magnificent job, for it is fascinating reading and a book that is seriously interfering with my OWN deadlines!

To change the subject abruptly,..I was sorry that you could not have been present for the "launching" of the new New York office of the Bureau a week ago. It was a marvelous affair, and Mr. James Kelly was a splendid host. The Special Agents and other personnel functioned like the staff of a well rehearsed TV "Spectacular" from start to finish, and my friend and neighbor, [redacted] and his brother marksmen put on their usual breath-taking show on the new range.

I was honored to have been invited, and my one regret was that you and such men as Milton Jones and [redacted] from the Washington Office could not also have been there for the event.

With my thanks for your many kindnesses, I am,

Most cordially yours,

b6  
b7C

February 6, 1957

PERSONAL

Dear Mr. Jones:

May I offer you my heartiest congratulations on your Eighteenth Anniversary with the FBI. Over the years you have performed loyal and dedicated service and by your achievements have contributed materially to the accomplishments of the Bureau. I do hope it will be possible for you to remain with the Bureau for many more years.

Sincerely,

J. Edgar Hoover

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

RECORDED-43

67-109106-285	
Searched	59
INDEXED	39
6 FEB 8 1957	
FEDERAL BUREAU OF INVESTIGATION	

JEH:tlc

*tlc*

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

FEB 11 2 28 PM '57

3:06 PM SENT FROM D. O.	
TIME 1:42 AM	
DATE 2-6-57	
BY	EIT

8 FEB 12 1957

FEB 11 1957

MR. NICHOLS

February 20, 1957

DIRECTOR, FBI

MILTON A. JONES  
IN-SERVICE TRAINING (CRIMINAL)  
2/4 - 2/15/57

The above-named Special Agent attended the above In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	E
Examination	90
Double Action Course	98
Practical Pistol Course	94.
Shotgun (Skeet)	21/25
.30 Rifle	92

The firearms grades have been entered on his field firearms training record.

This employee should be credited with 17 hours of overtime earned on 12 calendar days during the above period in February.

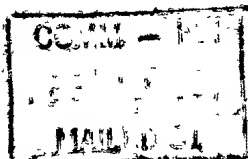
cc: SA Milton A. Jones  
Records and Communications Division

HC-5  
chb  
(3) cy

RECORDED - 149

1211-286
10 FEB 25 1957

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



FI

✓  
21 W

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

AIR-TEL

Transmit the following Teletype message to:

TO: DIRECTOR, FBI (100-180566)

FROM: SAC, LOS ANGELES (66-1700)

RE: [REDACTED] was.  
SM - C

PERSONAL AND CONFIDENTIAL

M. A. Jones

Re: Bureau letter dated 12/28/56.

Explanation of SA JOHN L. SULLIVAN forwarded with my recommendation for administrative action 12/18/56.

b6  
b7C

SA JOHN R. HIGGINS, agent to whom case assigned in October, 1949, and Supervisor GEORGE THOMPSON, responsible for not marking report of SA [REDACTED] 10/12/49 at St. Louis "Not identical with subject." HIGGINS and THOMPSON have both resigned from the service.

Two photostats of Los Angeles letter to St. Louis, 9/12/49 attached. Supervisor GEORGE THOMPSON signed this letter.

*Thompson*

ENCLOSURE *ats*

MALONE

- ③ - Bureau (REGISTERED) (Enc. 2)  
1 - Los Angeles

JFM:ts  
(4)

Mr. Belmont

Mr. Mohr

*Let of Clearance  
to SA Sullivan  
1/17/57/TW/jc*

67-245015-152  
SEARCHED *12*  
Numbered *12*  
JAN 2 1957  
JAN 10 1957  
FEDERAL BUREAU OF INVESTIGATION

NOTE: See addendum pages 2 and 3.

*cc. Mr. Mohr*

AIR MAIL

Approved: *John F. Malone*

Special Agent in Charge

Sent

Per

8 FEB 12 1957

SUBV. CONTROL

*3/18*

January 10, 1957

**DOMESTIC INTELLIGENCE DIVISION**

1. The error in this matter occurred when information not identical with the subject was included in the report of SA John L. Sullivan dated 3-17-54 at Los Angeles. This information was furnished to Los Angeles in the report of SA [ ] dated 10-12-49 at St. Louis, Missouri. SA [ ] report was written in response to Los Angeles letter of 9-12-49 which was written by former SA J. R. Higgins and approved in Los Angeles Office by former SA George Thompson. The Los Angeles letter of 9-12-49 requested St. Louis Office to search an Army record under the name [ ] and furnished an Army serial number. St. Louis, in its report of 10-12-49, complied with the Los Angeles request and it was not possible for St. Louis to determine whether or not the information in the Army record pertained to the subject of this case. It should have been obvious, however, both to the Los Angeles Office and the Seat of Government that information in the St. Louis report did not pertain to subject. Former SA J. R. Higgins and former SA George Thompson were responsible for not clearly marking the St. Louis report in such a manner as to avoid incorporation of that material in subsequent reports on subject. Former SA [ ] initialed the St. Louis report at the Seat of Government and failed to indicate on the report that information contained therein did not pertain to subject. Information in the St. Louis report subsequently incorporated into summary report of SA John L. Sullivan dated 3-17-54 which was approved in the field by SA Herbert E. Hoxie who is presently assigned at the Seat of Government. This report was initialed at the Seat of Government by former SA J. R. Higgins. This error was detected by a representative of the United States Army at Los Angeles.

b6  
b7C

b6  
b7C

2. Report of SA [ ] made at St. Louis and report of SA Sullivan made at Los Angeles were disseminated by the Seat of Government to RAB. Report of SA Sullivan disseminated locally by Los Angeles to United States Army. Both agencies have been advised by separate communication of necessary corrections.

b6  
b7C

3. SA John L. Sullivan, Los Angeles Office, has advised that he did not notice that information he placed in summary report of 3-17-54 did not all pertain to the subject of this case although a subsequent report in file dated 10-12-49 pointed out that information received from St. Louis was not identical with subject. He states that he has no excuse for this error and will do everything to prevent a recurrence of this type of error. SAC, Los Angeles recommends letter of censure for SA Sullivan. SA Herbert E. Hoxie, who initialed summary report of SA Sullivan while serving as field supervisor, advises that there were no inconsistencies appearing in report of SA Sullivan which would act as a flag for the supervisor who approved the report. Information in Los Angeles file

b6

which would show that incorrect information was included in the report was located in the report dated 1949. SA Hoxie also points out that a great number of summary reports were being prepared in 1954 which had to be approved within a short period of time. He further notes that all data in SA Sullivan's report concerning subversive activities is accurate and attributed to the correct individual. Mr. M. A. Jones does not believe that SA Hoxie should be held accountable for every detail in the report in view of lack of any apparent inconsistencies and recommends no administrative action.

4. The Domestic Intelligence Division concurs with the recommendation of SAC, Los Angeles in that a letter of censure should be directed to SA Sullivan for his erroneous inclusion in his summary report of information not identical with the subject. The Domestic Intelligence Division concurs with recommendation of Mr. M. A. Jones that no administrative action be taken against SA Hoxie as a review of the case file reflects that information which would flag a reviewing official to the fact that some of the information was incorrect was buried deep in the file in reports dated 1949. It is not believed that a field supervisor can reasonably be held responsible to review each and every serial in a case each time he approves a report. It is noted that report of SA Sullivan contains no inconsistencies which would indicate that there was anything wrong with his report. The Domestic Intelligence Division further recommends that a copy of this addendum be placed in personnel files of former SAs John R. Higgins, George Thompson and [redacted].

b6  
b7c

VDH:ejp/lp

COPY - 137  
1-8-57

TO : The Director

FROM : J. P. Mohr

SUBJECT : PROBATION REPORT  
SACS, LEGAL ATTACHES AND SOG OFFICIALS

<u>NAME</u>	<u>PROBATION DATE</u>	<u>DATE LAST INSPECTION</u>	<u>DATE LAST RECHECK</u>	<u>REASON</u>
W. N. Jones Chief of Crime Records - Research Section, Records and Communications Division	11-23-56	4-25-56	_____	For serious derelictions on his part indicating an unsatisfactory attitude.
X Crime Records				

81  
4 JAN 13 1957

January 7, 1957

MEMORANDUM FOR MR. L. B. NICHOLS  
MR. J. P. MOHR  
MR. M. A. JONES

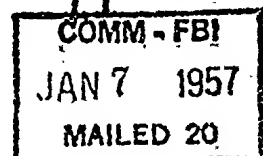
I have declined to approve the attached letter of commendation to Mr. Lawrence J. Heim, a Supervisor in the Crime Records Section. While it may be that he has done a good job in handling the preparation of the Law Enforcement Bulletin, the fact remains that his over-all record leaves something to be desired, as is indicated by the serious administrative action taken against him recently when he was censured and placed on probation. The thing that I am most concerned about, however, is the lack of judgment used by Mr. Jones in preparing the attached memorandum recommending this letter of commendation wherein no mention at all is made of the fact Heim is presently on probation. If Mr. Jones felt a letter of commendation was due Mr. Heim for his work on the Law Enforcement Bulletin in spite of recent administrative action against him, most certainly the proper thing to do was to point up his recent dereliction and the fact he is on probation in order that this factor might be considered in arriving at a decision as to the advisability of commending Mr. Heim at this time.

Likewise I am amazed at the lack of judgment on the part of Mr. Nichols and the personnel of the Administrative Division under Mr. Mohr in evaluating Mr. Jones' recommendation considering the circumstances. I appreciate the fact that the Administrative Division did attach a note indicating Mr. Heim's probationary status. However, this knowledge alone should have been sufficient to indicate the inadvisability of preparing such a letter.

Henceforth, I shall expect more forthrightness and a demonstration of better judgment in handling matters of this nature.

Very truly yours,

John Edgar Hoover  
Director



Enclosures (2)  
sent to Messrs. Nichols & Mohr

GAN:DMG

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

1-8-57

I certify that I have received the following Government property for official use:

~~received~~

2 Keys to Room B-634  
(inside and outside door)  
of old Detention Room)

Approved by  
Memo 1-2-57  
Jones to Nichols  
u

(tel key cabinet)

3/ce

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed.

DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN

ANYWAY. RECORDED

8 JAN 10 1957

Very truly yours,

M. A. Jones EJR  
Milton A. Jones

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:

~~XXXXXX~~

POSITION CLASSIFICATION MANUAL #87 ✓

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67 - NOT RECORDED

74 2 DEC 26 1956

FILE

3-M

PER

*ad*

Very truly yours,

*M. A. Jones*

M. A. Jones

1. Agency and organizational designations <b>FBI, U. S. Dept. of Justice</b>	2. Pay roll period	3. Block No.	4. Slip No. <b>14559</b>
5. Employee's name (and social security account number when appropriate) <b>MR. HILTON A. JONES Supv. SA 13563</b>		6. Grade and salary <b>GS 15 \$12,420</b>	

**PAY ROLL CHANGE DATA**

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks:	11. Appropriation(s)	12. Prepared by
		13. Audited by

☒ Periodic step-increase
 ☐ Pay adjustment
 ☐ Other step-increase

14. Effective date <b>1-13-57</b>	15. Date last equivalent increase <b>7-17-55</b>	16. Old salary rate <b>\$12,150</b>	17. New salary rate <b>\$12,420</b>	18. Performance rating is satisfactory or better.  <div>(Signature or other authentication)</div>
--------------------------------------	---	--	--	---

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):

Period(s):

☒ No excess LWOP. Total excess LWOP \_\_\_\_\_

(Check applicable box in case of excess LWOP)

☐ In pay status at end of waiting period.

☐ In LWOP status at end of waiting period. **MA:VC** Initials of Clerk

**2/1/57**

M. A. Jones

COPY - 149

TO : The Director  
FROM : J. P. Mohr  
SUBJECT : PROBATION REPORT  
SACs, LEGAL ATTACHES AND SOG OFFICIALS

12-3-56

<u>NAME</u>	<u>PROBATION DATE</u>	<u>DATE LAST INSPECTION</u>	<u>DATE LAST RECHECK</u>	
E. D. Mason Cincinnati	5-24-56 6-15-56 Continued b6 b7C	10-6-55	_____	Failure to maintain training standard. Continued 6-15 because of the results of the Training and Inspection Division inspection.
<div data-bbox="60 1041 309 1093" style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> El Paso	6-6-56 9-6-56 Continued 11-6-56 " "	1-21-56	_____	In view of the serious derelictions in the case of Interstate Transportation of Stolen Motor Vehicle Investigation involving <div data-bbox="1350 1214 1621 1256" style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> <div data-bbox="1147 1249 1274 1288" style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></div> Continued 9-6 because of letter of censure received 6-27-56. Continued 11-6-56 because of letter of censure received 10-11-56.
			b6 b7C	
R. N. Hosteny Norfolk	7-19-56	7-31-55	11-22-55	Because of serious shortcomings in the operation of the Butte Division.
S. J. Werner San Antonio	9-11-56	2-4-56	_____	Fifth occasion in less than a year to be criticized for serious delinquencies which appeared in official Bureau correspondence

CC - Mr. Tolson  
Mr. Boardman  
Mr. Mohr

Mr. Tamm  
Mr. Nease  
Mr. Holloman  
Mr. H. L. Edwards  
ORIGINAL FILED IN 67-030-2359

ERC:eup

18 DEC 13 1956 <sup>46</sup>

COPY - 149

C. E. Weeks  
Miami

11-6-56

9-22-56

---

b6  
b7C

approved by him.

Because of the grossly inadequate and improper handling of the Unlawful Flight to Avoid Prosecution-Murder case involving General Lee Rumph.

Rome, Italy

3-22-56

4-18-56

---

5-8-56 Continued

Because of certain administrative and liaison weaknesses exhibited by him in connection with the operations of his office. Continued 5-8 because of weaknesses found during the inspection. Continued 8-31 for an additional 90 days to prove he has grasped the basic and necessary principles and objectives of his assignment.

M. A. Jones  
Chief of Crime  
Records - Research Section,  
Records and Communications  
Division

11-23-56

4-25-56

---

For serious derelictions on his part indicating an unsatisfactory attitude.

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

0

Name of Employee: MILTON A. JONES

Where Assigned: Records & Communications Division Crime Records Section  
(Division) (Section, Unit)

Official Position Title: Special Agent, Chief Crime Records

Rating Period: November 23, 1956 to February 27, 1957

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

Rated by: L. B. Nichols Assistant to 2/27/57  
Signature Title Date

Reviewed by: J. F. Mohr Assistant Director FEB 27 1957  
Signature Title Date

Rating Approved by: J. F. Mohr Assistant Director FEB 27 1957  
Signature Title Date

TYPE OF REPORT

- ( ) Official  
( ) Annual

RECORDED - 137

62

67-109	106-287
(XX) Administrative	
( ) 60-Day	
( ) Transfer	97
( ) Separation from Service	
(X) Special	
FEB 28 1957	
FEDERAL BUREAU OF INVESTIGATION	

10 MAR 11 1957

THREE

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

Test 2

3971 8 1977

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MILTON A. JONESSpecial Agent  
Title Chief Crime RecordsRating Period: from 11/23/56 to 2/27/57

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
  - E Excellent.
  - ✓ Satisfactory (good or very good).
  - Unsatisfactory.
  - O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.
- ✓ (2) Personality and effectiveness of his personal contacts.
- + (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
- + (4) Physical fitness (including health, energy, stamina).
- + (5) Resourcefulness and ingenuity.
- + (6) Forcefulness and aggressiveness as required.
- ✓ (7) Judgment, including common sense; ability to arrive at proper conclusions; ability to define objectives.
- ✓ (8) Initiative and the taking of appropriate action on own responsibility.
- ✓ (9) Planning ability and its application to the work.
- + (10) Accuracy and attention to pertinent detail.
- + (11) Industry, including energetic, consistent application to duties.
- + (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
- + (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- (14) Technical or mechanical skills.
- (15) Investigative ability and results:
  - (a) Internal security cases
  - (b) Criminal or general investigative cases
  - (c) Fugitive cases
  - (d) Applicant cases
  - (e) Accounting cases
- (16) Physical surveillance ability.

- + (17) Firearms ability.
- + (18) Development of informants and sources of information.
- + (19) Reporting ability:
  - (a) Investigative reports
  - + (b) Summary reports
  - + (c) Memos, letters, wires
  - (Consider: - conciseness; - clarity; - organization; - thoroughness; - accuracy; - adequacy and pertinency of leads; - administrative detail.)
- + (20) Performance as a witness.
- + (21) Executive ability:
  - + (a) Leadership
  - + (b) Ability to handle personnel
  - + (c) Planning
  - + (d) Making decisions
  - + (e) Assignment of work
  - + (f) Training subordinates
  - + (g) Devising procedures
  - + (h) Emotional stability
  - + (i) Promoting high morale
  - + (j) Getting results
- (22) Ability on raids and dangerous assignments:
  - (a) As leader
  - + (b) As participant
- + (23) Organizational interest, such as making of suggestions for improvement.
- + (24) Ability to work under pressure.
- + (25) Miscellaneous. Specify and rate:
  - + Dictation ability Excellent
  - + Auto Driving Excellent

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Chief, Crime Records

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

ResearchC. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)(2) Is employee available for special assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

Excellent

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

M A J

COPY - 137

TO : The Director

2-4-57

FROM : J. P. Mohr

SUBJECT : PROBATION REPORT  
SACs, LEGAL ATTACHES AND SOG OFFICIALS

<u>NAME</u>	<u>PROBATION DATE</u>	<u>DATE LAST INSPECTION</u>	<u>DATE LAST RECHECK</u>	<u>REASON</u>
-------------	---------------------------	---------------------------------	------------------------------	---------------

M. A. <del>X</del> Jones Chief of Crime Records - Research Section, Records and Communications Division	11-23-56 <del>X</del> C. R. M. C.	4-25-56 Records		For serious derelictions on his part indicating an unsatisfactory attitude.
---	--------------------------------------	--------------------	--	---

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

b6  
b7C

DATE: 2-27-57

FROM : L. B. Nichols

SUBJECT: MILTON A. JONES  
EOD 2-6-39, ASSIGNED CHIEF OF  
CRIME RECORDS SINCE 3-1-44  
GS-15, \$12,420

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

Mr. Jones was placed on probation on November 23, 1956, after he had previously been demoted and transferred. He saw the Director on November 21 and apologized for a sarcastic note. The Director gave him another chance.

Since then, Jones' work has been excellent. In fact, he is a "changed man," and I am sure that the incident which occurred will never again occur. Accordingly, I recommend his removal from probation.

LBN:hpf  
(3)

cc - Mr. Mohr

ENCLOSURE

67-109 106-288

Searched \_\_\_\_\_

Numbered \_\_\_\_\_ 97

10 FEB 28 1957

FEDERAL BUREAU OF INVESTIGATION

69  
10 MAR 18 1957

THREE

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

b6  
b7c

MAR 2 1 57

FROM : H. L. Edwards

SUBJECT: SA MILTON A. JONES

Chief - Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12,420  
 Non-Veteran;  
 RE: REMOVAL FROM PROBATION

b6  
b7c

Tolson ☒  
 Nichols ☒  
 Boardman ☒  
 Belmont ☒  
 Mason ☒  
 Mohr ☒  
 Parsons ☒  
 Rosen ☒  
 Tamm ☒  
 Nease ☒  
 Winterrowd ☒  
 Tele. Room ☒  
 Holloman ☒  
 Gandy ☒

By letter dated 11-20-56 Mr. Jones was advised he was being TRANSFERRED to the Newark Division on general assignment and in connection with this transfer he was being DEMOTED from GS-15, \$12,150 per annum to GS-13, \$10,065 per annum, effective 12-2-56. It is noted this action was recommended by Mr. Tolson, in his memorandum to the Director dated 11-19-56 advising of a penciled note reading "This one takes the prize. We break our necks getting it out and get this type of stuff back", written by M. A. Jones, Chief of Crime Records Section, in connection with two changes suggested by Miss Gandy in connection with the draft of a letter to Mr. [redacted] dated November 16. Mr. Tolson stated he called Mr. Jones and confirmed the fact that this was his notation. Later Mr. Jones called to see Mr. Tolson to apologize for the note, at which time he stated that Mr. Tolson could be assured and could assure the Director that this was not typical of his attitude. Mr. Tolson told him he thought it was and thought the Director would think so too. Mr. Tolson further advised he had been told on several occasions that Mr. Jones was very difficult to deal with and that he had not been receptive to changes suggested in correspondence and mail emanating from the Crime Records Section. Mr. Tolson thought he had outlived his usefulness at the Seat of Government. In connection with the above the Director noted, "I concur. When suggestions are made, whether by my office as in this case, or from some other source they are constructive and not captious. Any such attitude as herein manifested is not only unwarranted but is insubordinate. H."

On 11-21-56 the Director saw Mr. Jones. Mr. Jones stated he desired to apologize for the sarcastic notes containing his comments which had been attached to some official papers that had come through incident to the draft of some correspondence and the suggested corrections of this correspondence by the Director's Office. He stated he had no excuse whatsoever for the expressions which he used; was sorry for using them, and could assure the Director that such an incident would not occur again. Mr. Jones pleaded for another chance. The Director told him he would be willing to give him one more chance, but that he (the Director) hoped that he had learned his lesson because he would not have an opportunity again to be afforded another change if he manifested any display of temperament, indicating rank immaturity.

FDH/wg

(2)

MAR 13 1957

3  
gmk

Q

1

On 2-27-57 Mr. Nichols rated him EXCELLENT. In a separate communication Mr. Nichols noted that since Mr. Jones was placed on probation his work had been excellent. In fact, he was a "changed man", and he (Mr. Nichols) was sure that the incident which occurred would never again occur. He recommended his removal from probation.

Jo  
su

*report to be submitted on 3-31-57.*

*J.P.C.  
J.H.M.  
J.R.G.  
J.S.J.*

*Cont on probation  
m.g./me  
3-6-57*

*K.J. concurs.  
X*

*Daghe  
7-8  
3/4*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: March 21, 1957

FROM : L. B. Nichols

SUBJECT: ERROR PROGRAM

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

It is noted since November the following errors have been charged to Mr. Milton A. Jones:

1. Letter to [ ] dated 11/16/56, with error "into his life" which should have been "into their lives." Word "stands" should have been "stand."
2. Ltr. to [ ] 12-14-56, misspelled word "excell" as "excell."
3. Ltr. to [ ] 12-6-56, word "Pharmacist" is misspelled "Pharmicist."
4. Ltr to [ ] Nemaha, Iowa, 1-3-57, Salutation addressed as "Dear [ ]"
5. Ltr to [ ] 1-8-57, envelope misspelled name as [ ]
6. Memo to AG written on stationery with routing block, 1-9-57.
7. Ltr to Hon. [ ] House of Representatives, 1-23-57. Error [ ] not a Congressman.
8. Ltr to [ ] 3-1-57, with wrong address, [ ]
9. Autograph slip addressed incorrectly as [ ] should be [ ] 3-6-57.
10. Ltr to [ ] 3-11-57, incorrect spelling of "incidentally" as "incidently."

b6  
b7Cb6  
b7Cb6  
b7C

67-109106-290

Searched \_\_\_\_\_  
 Numbered \_\_\_\_\_ 131

8 MAR 29 1957

FEDERAL BUREAU OF INVESTIGATION

It is recommended the Administrative Division prepare an appropriate letter of censure for Mr. Jones.

LBN:hpf  
 (3)

cc - Mr. Mohr

APR 1 1957 90

Let of censure  
 to Jones 3/27/57  
 TJN/jas

3/11/57

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 07-19-2010

March 27, 1957

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

It has been necessary to correct a number of nonsubstantive errors which appeared in official correspondence reviewed and approved by you since November 16, 1956. You were at fault for failing to detect these errors and for not having the corrections made.

In the future, it will be incumbent upon you to review Bureau mail with greater care and attention to detail so that there will be no recurrence of errors of this type.

Very truly yours,

John Edgar Hoover  
Director

TJN:jac (5)  
cc - Mr. Nichols

(Personal Attention)  
Records and Communications Division Personnel File

Based on memo from Nichols to Mr. Tolson, 3/21/57, LBN:mpf

8 MAR 29 1957

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAR 27 1957  
COMM-FBI

MAR 1 1957

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: April 23, 1957

FROM : L. B. NICHOLS

SUBJECT: MILTON A. JONES  
EOD 2-6-39Assigned Chief of Crime Records since 3-1-44  
GS-15, \$12,420

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference is made to my memorandum of 2-27-57 recommending that Mr. Jones, who was placed on probation on November 23, 1956, be removed from probation. Mr. Edwards' memorandum to Mr. Mohr of March 1, 1957, recommended that Mr. Jones be continued on probation until the receipt of his annual performance rating on March 31, 1957.

The annual rating is attached. I recommend that Mr. Jones be removed from probation.

LBN:FML  
(3)

CC - Mr. Mohr

150  
1 ENCLOSURE BIK

*memo to Mohr  
re: Removal  
of Jones from  
probation  
4/23/57*

RECORDED-150

67-107 106-292	
Searched	_____
Numbered	145
5 APR 24 1957	
FEDERAL BUREAU OF INVESTIGATION	

6 MAY 1 1957

145

HREB  
WJG

## Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE 4-2-57

FROM : J. P. Mohr

SUBJECT: PROBATION REPORT  
SACs, LEGAL ATTACHES AND SOG OFFICIALS

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

NAME	PROBATION DATE	DATE LAST INSPECTION	DATE LAST RECHECK	REASON
E. D. Mason	5-24-56	12-15-56		Failure to maintain training standard. Continued 6-15 because of the results of the Training and Inspection Division inspection. Continued 12-28 as a result of the Cincinnati Office inspection.
Cincinnati	6-15-56 Continued			
	12-28-56			
Presently under inspection as of 4-2-57.				
S. J. Werner	9-11-56	5-7-56	7-14-56	Fifth occasion in less than a year to be criticized for serious delinquencies which appeared in official Bureau correspondence approved by him. Continued 12-14 because of letters of censure received 9-27 and 12-13-56. Continued 1-5 in view of the inept manner in which he handled a conference with Col. Homer Garrison, Texas Department of Public Safety on 12-31-56. Continued 3-8 as Savannah is due for inspection in May. Will be considered for removal after inspection.
Savannah	12-14-56 Continued			
	1-5-57	" "		
	3-8-57	" "		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           67-14000-1852            Searched _____            Numbered _____            8            FEDERAL BUREAU OF INVESTIGATION         </div>				
F. E. Crosby	12-6-56	11-3-56		Because of fifth censure within eight months for failure to detect serious delinquencies in investigative reports or other correspondence reviewed and approved by him. Continued 3-19 because the office is down in 2 categories of the statistical accomplishments
Phoenix	3-19-57 Continued			

CC - Mr. Tolson  
 Mr. Boardman  
 Mr. Mohr

Mr. Tamm  
 Mr. Nease  
 Mr. Holloman  
 Mr. H. L. Edwards

ERC:eup

THREE

G. C. X Burton 3-28-57  
Houston

3-15-57

b6  
b7C

X  
[redacted] 3-22-56 4-18-56  
X Rome, Italy 5-8-56 Continued  
8-31-56 " "

Ordered to New York 1-7-57

X  
M. A. Jones 11-23-56 4-25-56  
Chief of Crime 3-1-57 Continued  
Records - Research  
Section, Records and  
Communications Division

D  
Because of his supervisory derelictions in the William Rodger Starnes bank robbery case and other delinquencies found during the inspection.

Because of certain administrative and liaison weaknesses exhibited by him in connection with the operations of his office. Continued 5-8 because of weaknesses found during the inspection. Continued 8-31 for an additional 90 days to prove he has grasped the basic and necessary principles and objectives of his assignment.

For serious derelictions on his part indicating an unsatisfactory attitude. Continued 3-1 because of lack of judgment in recommending a letter of commendation for a supervisor in his section.

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: Milton A. JonesWhere Assigned: Communications & Records Crime Records  
(Division) (Section, Unit)Official Position Title: Chief, Crime Records SectionRating Period: from April 1, 1956 to March 31, 1957ADJECTIVE RATING: Satisfactory  
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's  
InitialsMAJRated by: [Signature] Assistant To The Director APR 18 1957  
Signature Title DateReviewed by: [Signature] Assistant Director APR 24 1957  
Signature Title DateRating Approved by: [Signature] Assistant Director APR 24 1957  
Signature Title Date

## TYPE OF REPORT

( ) Official  
( ☒ ) Annual( ) Administrative  
( ) 60 Day  
( ) Transfer  
( ) Separation from Service  
( ) Special

67-109106-293

Searched

Numbered

5 APR 24 1957

FEDERAL BUREAU OF INVESTIGATION

RECORDED - 135

6 APR 29 1957 / 35

3- [Signature]

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

APR 29 1957

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Milton A. JonesTitle Chief, Crime RecordsRating Period: from 4-1-56 to 3-31-57

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |  |  |
|--|--|
| <p><u>+</u> (1) Personal appearance.</p> <p><u>+</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>+</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>+</u> (5) Resourcefulness and ingenuity.</p> <p><u>+</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</p> <p><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>+</u> (9) Planning ability and its application to the work.</p> <p><u>+</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic, consistent application to duties.</p> <p><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</p> <p><u>-</u> (14) Technical or mechanical skills.</p> <p><u>-</u> (15) Investigative ability and results:       <ul style="list-style-type: none"> <li><u>-</u> (a) Internal security cases</li> <li><u>-</u> (b) Criminal or general investigative cases</li> <li><u>-</u> (c) Fugitive cases</li> <li><u>-</u> (d) Applicant cases</li> <li><u>-</u> (e) Accounting cases</li> </ul> </p> <p><u>-</u> (16) Physical surveillance ability.</p> | <p><u>+</u> (17) Firearms ability.</p> <p><u>+</u> (18) Development of informants and sources of information.</p> <p><u>+</u> (19) Reporting ability:       <ul style="list-style-type: none"> <li><u>-</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires.</li> </ul>       (Consider: <u>-</u> conciseness; <u>-</u> clarity; <u>-</u> organization; <u>-</u> thoroughness; <u>-</u> accuracy; <u>-</u> adequacy and pertinency of leads; <u>-</u> administrative detail.)     </p> <p><u>+</u> (20) Performance as a witness.</p> <p><u>+</u> (21) Executive ability:       <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions.</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </p> <p><u>-</u> (22) Ability on raids and dangerous assignments:       <ul style="list-style-type: none"> <li><u>-</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul> </p> <p><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>+</u> (24) Ability to work under pressure.</p> <p><u>+</u> (25) Miscellaneous. Specify and rate:       <ul style="list-style-type: none"> <li><u>+</u> Dictation ability</li> </ul> </p> |
|--|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Chief Crime Records Section

B. Specify employee's most noteworthy special talents (such as investigator, desk-man, research, instructor, speaker):

Research

- C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

Satisfactory

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

M A J

MILTON A. JONES

EOD 2-6-39

GS-15, \$12,420

Assigned Chief Crime Records Section

Mr. Jones is capable, industrious and most conscientious. He puts the Bureau's interest first at all times and works under considerable pressure. The very nature of the work of the Crime Records Section brings it under severe scrutiny and necessitates a higher-than-average standard of perfection. He has matured and grown in stature considerably during the past year, which has been marked with several difficult situations for him.

He was placed on probation on November 23, 1956, because of an unsatisfactory attitude and the lack of judgment in expressing himself on an error that had been returned from the Director's Office. At that time he was ordered transferred, but this was canceled after his conference with the Director and Mr. Jones was given another chance. I feel he has acquitted himself in an excellent manner. He has taken the disciplinary action in the proper attitude and has risen above it. I am sure that the incident will never be repeated.)

He was censured on March 27, 1957, for having failed to correct a number of nonsubstantive errors in correspondence approved since November 16, 1956. He was censured on November 15, 1956, because as the head of the Crime Records Section he had the responsibility for supervisors' failing to catch an error.

He was commended on November 13, 1956, for his assistance in connection with the Don Whitehead book.

Were it not for the fact that he was placed on probation on November 23, 1956, I would consider that he would be entitled to a rating of excellent. Since he was put on probation, I feel that during the past annual rating period he is entitled to a rating of satisfactory.

## Office Memorandum • UNITED STATES GOVERNMENT

b6  
b7C

TO : Mr. Mohr

FROM : H. L. Edwards *HLE*

SUBJECT: SA MILTON A. JONES

Chief - Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12, 1420  
 Non-Veteran;  
 RE: REMOVAL FROM PROBATION  
 AND INSPECTOR'S AIDE

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

By letter dated 11-20-56 Mr. Jones was advised he was being TRANSFERRED to the Newark Division on general assignment and in connection with this transfer he was being DEMOTED from GS-15, \$12,150 per annum to GS-13, \$10,065 per annum, effective 12-2-56. It is noted this action was recommended by Mr. Tolson in his memorandum to the Director dated 11-19-56 advising of a penciled note reading "This one takes the prize. We break our necks getting it out and get this type of stuff back", written by M. A. Jones, Chief of Crime Records Section, in connection with two changes suggested by Miss Gandy in connection with the draft of a letter to Mr. [redacted] dated 11-16. Mr. Tolson stated he called Mr. Jones and confirmed the fact that this was his notation. Later Mr. Jones called to see Mr. Tolson to apologize for the note, at which time he stated that Mr. Tolson could be assured and could assure the Director that this was not typical of his attitude. Mr. Tolson told him he thought it was and thought the Director would think so too. Mr. Tolson further advised he had been told on several occasions that Mr. Jones was very difficult to deal with and that he had not been receptive to changes suggested in correspondence and mail emanating from the Crime Records Section. Mr. Tolson thought he had outlived his usefulness at the Seat of Government. In connection with the above the Director noted, "I concur. When suggestions are made, whether by my office as in this case, or from some other source they are constructive and not captious. Any such attitude as herein manifested is not only unwarranted but is insubordinate."

RECORDED-141

On 11-21-56 the Director saw Mr. Jones, who called to apologize for his sarcastic note and pleaded for another chance. The Director told him he would be willing to give him one more chance, but that he (the Director) hoped that he had learned his lesson because he would not have an opportunity again to be afforded another chance if he manifested any display of temperament, indicating rank immaturity.

FEDERAL BUREAU OF INVESTIGATION

By letter dated 11-23-56 he was advised that his DEMOTION and TRANSFER was being CANCELLED and he was being PLACED ON PROBATION.

FDH/wg

(3)

CC; Mr. Tamm

4 MAY 3 1957

3/enc

In a memorandum dated 1-7-57 the Director advised he had declined to approve a letter of commendation to Mr. Lawrence J. Heim, a Supervisor in the Crime Records Section, who had recently been censured and placed on probation. The thing the Director was most concerned about, however, was the lack of judgment used by Mr. Jones in preparing the memorandum recommending a letter of commendation wherein no mention at all was made of the fact Heim was on probation. If Mr. Jones felt a letter of commendation was due Mr. Heim for his work on the Law Enforcement Bulletin in spite of recent administrative action against him, most certainly the proper thing to do was to point up his recent dereliction and the fact he was on probation in order that this factor might be considered in arriving at a decision as to the advisability of commending Mr. Heim at this time. Henceforth, the Director would expect more forthrightness and a demonstration of better judgment in handling matters of this nature.

On 2-27-57 Mr. Nichols recommended that he be removed from probation. He was considered for removal but in view of the Director's comments on 1-7-57 concerning his lack of judgment, he was continued in a probationary status to be reconsidered at a later date.

On 3-27-57 he was CENSURED for having failed to correct a number of non-substantive errors in correspondence approved since 11-16-56.

On 3-31-57 Mr. Nichols rated him SATISFACTORY and said he was capable, industrious and most conscientious. He put the Bureau's interest first at all times and worked under considerable pressure. He had matured and grown in stature considerably during the past year, which had been marked with several difficult situations for him. In a separate communication Mr. McGuire (for Mr. Nichols) recommended that Mr. Jones be removed from probation.

RECOMMENDATIONS: (1) In view of the letter of censure he received on 3-27-57, it is recommended he be continued on probation for an additional 60 days.

*4-29-57  
Continued  
on probation  
Maj. Miller*

*Jarvis ✓  
JRM  
4/25*

(2) It is recommended he be reconsidered for utilization as an Inspector's Aide ~~six months~~ after his removal from probation.

*WRE*

*Jarvis ✓  
JRM  
4/25*

*one year*

CC-5a

8  
RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

1-5-56

I certify that I have received the following Government property for official use:  
~~XXXXXXXXXX~~

Fourth Floor Master Key

(tel-key cabinet)

Approval attached

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY. 2 1956

34 PM  
67-NOT RECORDED-2

Very truly yours,

Milton A. Jones SA

# Office Memorandum • UNITED STATES GOVERNMENT

b6  
b7c

TO : MR. TOLSON

DATE: May 20 1957

FROM : L. B. NICHOLS

SUBJECT: M. A. JONES  
EOD 2-6-39  
GS-15 \$12,420  
Chief, Crime Records Section

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Jones was placed on probation on November 23, 1956, as a disciplinary measure after he had seen the Director and the Director had canceled his transfer. Mr. Jones received a letter of censure on March 27, 1957, for having failed to correct a number of nonsubstantive errors in correspondence approved since November 16, 1956.

Since that time Mr. Jones has been most diligent in his supervision of the Crime Records Section. He has demonstrated an excellent attitude, he is exceedingly industrious, and handles a very large volume of work. I consider his services as excellent at the present time although in the annual efficiency rating dated April 18, 1957, I rated him "Satisfactory" for the rating period because of the incident in which he was placed on probation in November, 1956.

I recommend that Mr. Jones be removed from probation at this time as he has certainly learned his lesson and his whole demeanor has been excellent.

cc-Mr. Mohr  
LBN:jmr  
(3)

RECORDED-141

67- 109 106-2951

Searched \_\_\_\_\_  
Numbered \_\_\_\_\_

10 JUN 3 1957

FEDERAL BUREAU OF INVESTIGATION

1 JUN 11 1957



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

FD-253 (11-22-54)

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Fannie M. Jones Relationship wife Date 5/28/57  
Address Rt 4, Box 438 Annandale Va

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name Fannie M. Jones 56 Relationship wife Date 5/28/57  
Address Rt 4, Box 438 Annandale Va

9 MAY 31 1957  
MAY 31 1957

Very truly yours,

Milton A. Jones  
Special Agent

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: April 29, 1957

FROM : M. A. Jones

SUBJECT: COMMUNICATION TO  
MR. [REDACTED]NATIONAL NEWSPAPER WEEK COMMITTEE  
MISSOURI PRESS ASSOCIATION  
220 WALTER WILLIAMS HALL  
COLUMBIA, MISSOURI

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Under date of April 26, 1957, a letter was prepared in this section to the above-mentioned party enclosing a one-page statement on how newspapers can serve law enforcement. In the fifth line of this statement the word "uninformed" was spelled "uniformed."

PERSON HANDLING CAPTIONED ITEM:

This material was prepared in this section by Miss [REDACTED] after consulting on the subject matter with one of the supervisors in the section. Miss [REDACTED] has been in the Bureau since November 23, 1942, and has been in the Crime Records Section since April 14, 1943. Miss [REDACTED] record is nothing short of outstanding and the misspelling in this instance is by no means typical of her fine work. She has been in the Bureau almost fifteen years and the only "taint" in her file concerns a letter on June 14, 1948, for a wrong name in the FBI Law Enforcement Bulletin. Miss [REDACTED] has been commended on numerous occasions for her fine work.

On May 28, 1945, she received a letter of commendation in connection with her work on the publication "FBI This Week."

Miss [REDACTED] saw the Director on July 25, 1952. Mr. Hoover commended her for her excellent preparation of material and also informed her that she was being recommended for a meritorious increase. The Director commented that Miss [REDACTED] appeared intensely interested in her work, quite loyal, and should be kept in mind for advancement in the Bureau's service.

Under date of August 1, 1952, Miss [REDACTED] was advised that she had been recommended for a Superior Accomplishment Award and on December 3, 1952, she was advised that this promotion had been approved.

MAJ:mcq  
(6)

67-357327-90

1 MAY 9 1957

FEDERAL BUREAU OF INVESTIGATION

Memorandum to Mr. Nichols

April 29, 1957

b6  
b7C

Under date of September 22, 1953, Miss [ ] was advised that she had been awarded a first place prize in connection with a photograph contest sponsored by the FBIRA.

On November 1, 1954, the Director again saw Miss [ ] and congratulated her on the excellent work she had been performing over a long period of time. The Director told her that her work was outstanding and that he was deeply appreciative of her efforts in her particular field. The Director commented that he thought Miss [ ] should be considered for a promotion as soon as it was possible to give it to her. On November 12, 1954, Miss [ ] was advised that she was being recommended for a promotion to Grade 9 as an award for superior accomplishment. This promotion was later received.

b6  
b7C

Under date of December 13, 1955, Miss [ ] was commended in connection with her fine work in the preparation of material on the effect of television on juvenile delinquency.

b6  
b7C

The Director again saw Miss [ ] on July 13, 1956, and presented her with a meritorious promotion letter raising her to Grade GS-10. The Director commented that it had been gratifying to note the excellent quality of Miss [ ] work and her keen interest in her duties.

b6  
b7C

On December 6, 1956, Miss [ ] was congratulated for the special recognition she received on an oil painting entered in the Department of Justice Art Exhibit.

b6  
b7C

**TYPIST RESPONSIBILITY:**

b6  
b7C

This particular item was typed by Miss [ ] who entered on duty on February 25, 1957, and has been in the Crime Records Section since March 4, 1957. Even though Miss [ ] has been here less than sixty days this is an obvious type of error which she should have been able to avoid.

b6  
b7C

**RESPONSIBILITY OF REVIEWERS:**

This particular item was reviewed by Special Agent [ ] in his capacity as head of the Research Unit of the Crime Records Section and by me.

Memorandum to Mr. Nichols

April 29, 1957

b6  
b7C

OBSERVATIONS:

Miss [ ] whole career and ambition are filled with doing a good job for the Bureau and she consistently states that her greatest reward has been the Director's personal interest in her work and his personal commendations to her. This has been the driving force behind her outstanding efforts in behalf of the Bureau.

RECOMMENDATIONS:

b6  
b7C

(1) Under the present error program, it is recommended that Miss [ ] be censured in connection with this matter.

b6  
b7C

(2) It is felt that Miss [ ] should be held responsible. Accordingly, she is being listed for an error.

*Under rules she should not be scored with an error. Right.*

(3) Messrs. [ ] and Jones are being listed for reviewer's errors in connection with this matter.

*M.A. Jones* b6  
b7C

*Logue*  
*J.B.*  
*J.B.M.*  
*J.M.*  
*V.*

*This memo. Should have been about 1/2 page long.*  
*J.B.*

5-1-57

TO : THE DIRECTOR  
FROM : J. P. MOHR  
SUBJECT: PROBATION REPORT  
SACs AND SOG OFFICIALS

[illegible]

U.A. Jones 11-23-56 4-25-56  
Chief of Crime 3-1-57 Continued  
Records - 4-25-57 " "  
Research Section,  
Records and  
Communications Division

For serious derelictions on his part indicating an unsatisfactory attitude. Continued 3-1 because of lack of judgment in recommending a letter of commendation for a supervisor in his section. Continued 4-25 because of letter of censure received on 3-27-57.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

b6  
b7C

DATE: 6-3-57

FROM : H. L. Edwards *HL*

SUBJECT: SA MILTON A. JONES  
 Chief - Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$12,420  
 Non-Veteran  
 RE: REMOVAL FROM PROBATION

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont ☒  
 Mohr ☒  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

By letter dated 11-20-56 Mr. Jones was advised he was being TRANSFERRED to the Newark Division on general assignment and in connection with this transfer he was being DEMOTED from GS-15, \$12,150 per annum to GS-13, \$10,065 per annum, effective 12-2-56. It is noted this action was recommended by Mr. Tolson in his memorandum to the Director dated 11-19-56 advising of a penciled note reading "This one takes the prize. We break our necks getting it out and get this type of stuff back", written by M. A. Jones, Chief of Crime Records Section, in connection with two changes suggested by Miss Gandy in connection with the draft of a letter to Mr. [redacted] dated 11-16. Mr. Tolson stated he called Mr. Jones and confirmed the fact that this was his notation. Later Mr. Jones called to see Mr. Tolson to apologize for the note, at which time he stated that Mr. Tolson could be assured and could assure the Director that this was not typical of his attitude. Mr. Tolson told him he thought it was and thought the Director would think so too. Mr. Tolson further advised he had been told on several occasions that Mr. Jones was very difficult to deal with and that he had not been receptive to changes suggested in correspondence and mail emanating from the Crime Records Section. Mr. Tolson thought he had outlived his usefulness at the Seat of Government. In connection with the above the Director noted, "I concur. When suggestions are made, whether by my office as in this case, or from some other source they are constructive and not captious. Any such attitude as herein manifested is not only unwarranted but is insubordinate. H."

On 11-21-56 the Director saw Mr. Jones, who called to apologize for his sarcastic note and pleaded for another chance. ~~Se~~ The Director told him he would be willing to give him one more chance, but that he (the Director) hoped that he had learned his lesson because he would not have an opportunity again to be afforded another chance if he manifested any display of temperament, indicating rank immaturity.

By letter dated 11-23-56 he was advised that his ~~DEMOTION and TRANSFER~~ was being CANCELLED and he was being PLACED ON PROBATION.

In a memorandum dated 1-7-57 the Director advised he had declined to approve a letter of commendation to Mr. Lawrence J. Heim, a Supervisor in the Crime Records Section, who had recently been censured and placed on probation. The thing the Director was most concerned about, however, was the lack of judgment used by Mr. Jones in preparing the memorandum recommending a letter of commendation wherein no mention at all was made of the

FDH/dar (2)

*3 hel*

fact Heim was on probation. If Mr. Jones felt a letter of commendation was due Mr. Heim for his work on the Law Enforcement Bulletin in spite of recent administrative action against him, most certainly the proper thing to do was to point up his recent dereliction and the fact he was on probation in order that this factor might be considered in arriving at a decision as to the advisability of commending Mr. Heim at this time. Henceforth, the Director would expect more forthrightness and a demonstration of better judgment in handling matters of this nature.

On 2-27-57 Mr. Nichols recommended he be removed from probation. He was considered for removal but in view of the Director's comments on 1-5-57 concerning his lack of judgment, he was continued in a probationary status to be reconsidered at a later date.

On 3-27-57 he was CENSURED for having failed to correct a number of non-substantive errors in correspondence approved since 11-16-56.

On 3-31-57 Mr. Nichols rated him SATISFACTORY and said he was capable, industrious and most conscientious. He put the Bureau's interest first at all times and worked under considerable pressure. He had matured and grown in stature considerably during the past year, which had been marked with several difficult situations for him. In a separate communication Mr. McGuire (for Mr. Nichols) recommended that Mr. Jones be removed from probation. Mr. Jones was considered for removal from probation by memorandum dated 4-25-57 but was passed over to be reconsidered for removal at a later date in view of the letter of censure directed to him on 3-27-57.

His daily average overtime for December, 1956, was 3 hours 33 minutes; January, 1957, 2 hours 25 minutes; February, 2 hours 36 minutes; March, 2 hours 57 minutes; April, 1957, 2 hours 49 minutes.

By memorandum dated 5-29-57 Mr. Nichols stated that since being placed on probation Mr. Jones had been most diligent in his supervision of the Crime Records Section. He had demonstrated an excellent attitude, he was exceedingly industrious, and handled a very large volume of work. Mr. Nichols considered his services as excellent at the present time although in his annual performance report he was rated Satisfactory for the rating period because of the incident in which he was placed on probation in November, 1956. Mr. Nichols recommended that Mr. Jones be removed from probation at this time as he had certainly learned his lesson and his whole demeanor had been excellent.

RECOMMENDATION: It is recommended that Mr. Jones be removed from a probationary status at this time.

Jones  
JFW  
6/3

Logue  
JFW

SP  
6-4  
✓

June 5, 1957

PERSONAL AND ~~CONFIDENTIAL~~

Mr. Hilton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is pleased to advise that you  
are being removed from a probationary status.

Sincerely yours,

John Edgar Hoover  
Director

670  
FDH:ajh  
(7)

CC: Mr. Nichols (Personal Attention)  
Leave  
Movement  
Personnel Actions Unit  
[ ] (Direct)

b6  
b7C

67-109106-297
41
6 JUN 1957
FDH/dar.

Based on memo H. L. Edwards to Mr. Mohr 6-3-57, FDH/dar.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

COMM - FBI  
JUN 5 1957  
MAILED 18

12  
JUN 10 1957

✓  
den  
JUN 10 1957

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: August 22, 1957

FROM : M. A. Jones

SUBJECT: LETTER TO HONORABLE NEIL H.  
MC ELROY  
AUGUST 22, 1957

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

On August 22, 1957, a letter was directed to the Honorable Neil H. McElroy congratulating him upon his confirmation as Secretary of Defense. In paragraph 2 of this letter, the word "significant" was spelled "significent"

## RECOMMENDATIONS:

(1) It is recommended that SA [ ] who prepared this letter be censured under the error program.

(2) It is recommended that Mrs. [ ] the stenographer who typed this letter, be charged with an error.

(3) It is recommended that I be charged with a proofreading error for approving this letter out of the section.

MAJ:bs  
(3)

Let to Mr. Still  
8/28/57 TJN/jg RETURNED - 1A  
2 - copy auto 9/5  
4 SEP 18 1957

109 106-298

Searched \_\_\_\_\_

Numbered \_\_\_\_\_

1 AUG 30 1957

FEDERAL BUREAU OF INVESTIGATION

FEDERAL BUREAU OF INVESTIGATION

Room 5744 8/22, 1957

TO:

*[Handwritten initials: V, J, etc.]*  
Director  
~~Mr. Nichols~~  
Mr. Boardman  
Mr. Belmont  
Mr. Mohr  
Mr. Rosen  
Mr. Tamm  
Mr. Trotter  
Mr. Parsons  
Mr. Nease  
Mr. Holloman  
Miss Gandy  
Personnel Files Section  
Records Section  
Mrs.   
Mrs.

b6  
b7C

~~XXX~~ M. A. JONES

See Me

For appropriate action

Send File

Note and Return

Letter to Honorable Neil H. McElroy 8/22/57  
EBS:jcs

2nd paragraph "significant" misspelled  
"significēt"

ERROR

LCB

Clyde Tolson

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: August 27, 1957

FROM : M. A. Jones

SUBJECT: ERROR IN COMMUNICATION  
LETTER TO JOHN E. JACKSON  
AUGUST 27, 1957

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

b6  
b7C

Under date of August 27, 1957, a letter was addressed to Mr. [ ] of Alexandria, Virginia. This letter was returned to Crime Records Section by Mr. Tolson's office inasmuch as the word "extension" was misspelled "extention."

This letter was dictated by SA [ ] and the stenographer who prepared this letter was Miss [ ]

b6  
b7CRECOMMENDATIONS:

(1) It is recommended that SA Still be censured under the current error program.

b6  
b7C

(2) It is recommended that Miss [ ] be charged with an error.

(3) It is recommended that I be charged with a proof-reading error inasmuch as I approved this letter out of Crime Records.

MAJ:bs  
(3)

RECORDED-150

67-4667-14-29
Searched
Numbered

SEP 4 1957

SEP 12 1957

ORIGINAL FILED IN 67-488774-80

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: June 13, 1957

FROM : M. A. Jones

SUBJECT: LETTER TO [REDACTED]  
NEW YORK, NEW YORKb6  
b7C

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

b6  
b7C

On June 12, 1957, a letter was directed to Mr. [REDACTED] which carried the date July 12, rather than June 12. This letter was dictated by SA [REDACTED] and the stenographer was Miss [REDACTED]. This letter was approved out of Crime Records by M. A. Jones.

b6  
b7CRECOMMENDATIONS:

(1) That Supervisor [REDACTED] be censured under the error program.

b6  
b7C

(2) That Miss [REDACTED], who prepared this letter, be charged with an error.

RECORDED-141

67-448774-26

(3) That M. A. Jones be charged with a review error.

JUN 28 1957

6 JUN 1957

INVESTIGATION

HPL:bs  
(2)

7 JUL 5

3/19

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *[initials]*

FROM : M. A. Jones *[initials]*

SUBJECT: LETTER TO SAC HARVEY G. FOSTER  
SAN FRANCISCO

DATE: June 11, 1957

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

*M. A. Jones*

Under date of June 11, 1957, a personal letter was sent SAC Foster enclosing a copy of a letter to Mrs. [redacted]. The letter to Mrs. [redacted] had originally carried the salutation, "Dear Mrs. [redacted]" however, this letter was redone, and the salutation was changed to "Dear [redacted]". The copy of this letter which was an enclosure to the letter to SAC Foster was not changed and carried the salutation, "Dear [redacted]" rather than "Dear [redacted]".

b6  
b7C

This letter was prepared by Special Agent [redacted], and the change in salutation was prepared by Miss [redacted]. I initialed this letter out of Crime Records Section.

b6  
b7CRECOMMENDATIONS:b6  
b7C

1. That Mr. [redacted] be censured under the current error program.

RECORDED-141

87-448774-75 *OK*b6  
b7C

2. That Miss [redacted] be charged with an error.

4 JUN 28

3. That I be listed with an error under the error program.

*(Jones)*HPL:age  
(3)

JUL 5 1957

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

6/20/57

I certify that I have ~~RECEIVED~~ the following Government property for official use:  
returned

Operations and Procedures Manual on Personnel Matters # 6

FILE

3-M

PER da

67 - NOT RECORDED

READ JUL 1 1957

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

Milton A. Jones

*Milton A. Jones*  
*by meg*

September 11, 1957

**PERSONAL AND CONFIDENTIAL**

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

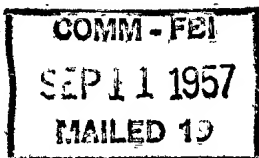
The Bureau has noted that a number of non-substantive errors have appeared in official correspondence reviewed and approved by you since April 8, 1957. These mistakes were detected before the communications left the Bureau; nevertheless, such errors reflect insufficient care and thoroughness on your part.

Accordingly, it will be incumbent upon you in the future to give closer attention to detail in reviewing official correspondence so that similar delinquencies will not be chargeable to you.

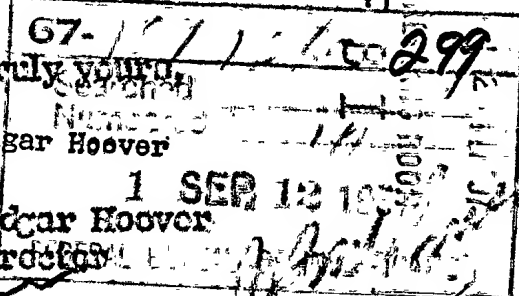
Very truly yours,

John Edgar Hoover

John Edgar Hoover  
Director



RECORDED-741



TJN:jl  
(5)

cc - Mr. Nichols (Personal Attention)  
cc - Records and Communications Division Personnel File

Based on memo M. A. Jones to Mr. Nichols 9/9/57, MAJ:mcq

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐

October 25, 1957

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

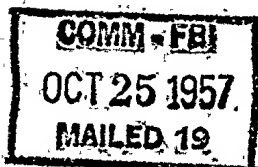
On October 22, 1957, you reviewed and approved a memorandum relating to the FBI National Academy Retraining Session Banquet to be held on November 6, 1957, and this memorandum was inaccurate in several respects. If you had afforded this matter sufficient attention, you could have detected the inaccuracies and your failure to do so is inexcusable.

Hereafter, it will be incumbent upon you to demonstrate greater alertness and thoroughness so that you will not again be responsible for a delinquency of this type.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director



OCT 25 11 38 AM '57  
REC'D-READING ROOM

109/06-300

27

OCT 25 1957

V.

1 - Mr. Nichols (Personal Attention)  
1 - Records and Communications Division Personnel File

UN:jam  
(5)

Based on memo M. A. Jones to Mr. Nichols, 10/22/57,  
MAJ:rcw.

64  
OCT 10 1957  
MAIL ROOM

Tolson  
Nichols  
Boardman  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
Trotter  
Nease  
Tele. Room  
Holloman  
Gandy

Handwritten signatures and initials, including "H. K. G." and "J. E. H."

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

b6  
b7C

DATE: September 18, 1957

FROM : M. A. Jones

SUBJECT: ERROR IN LETTER TO

MR. [REDACTED]

DATED SEPTEMBER 18, 1957

Crime Rec. rds

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

b6  
b7C

Under date of September 18, a letter was sent to Mr. [REDACTED] in St. Louis declining a speech invitation. This letter contained the phrase, "I find myself in no better position then when last I wrote to you."

b6  
b7C

This letter was dictated by SA [REDACTED] and was transcribed by Miss [REDACTED]. I approved this letter out of Crime Records Section.

Though I appreciate the problem of making exceptions under the error program, I do feel there are extenuating circumstances insofar as SA [REDACTED] is concerned on the handling of attached mail. It was established that [REDACTED] has a sensitivity to the Asian flu vaccine, and he was given four 1/4 strength shots yesterday afternoon. In spite of these precautions, [REDACTED] eyes began to swell shut and the doctor prescribed pyribenzamine hydrochloride and sent him home at 4 p.m. He tried to read this letter just before he left, and I do feel that perhaps some consideration could be given him. Today, his eyes are swollen almost completely shut and he is wearing dark glasses but he is still turning out work.

b6  
b7C

He should have taken care of himself. Suggest RECOMMENDATIONS: (1) It is recommended that Miss [REDACTED] be charged with a stenographic error.

b6  
b7C

(2) It is recommended that I be charged with a proofreading error for approving this mail out of Crime Records.

MAJ:mrh  
(3)

67-80004-765

Searched \_\_\_\_\_  
 Numbered \_\_\_\_\_  
 8 OCT 3 1957

FEDERAL BUREAU OF INVESTIGATION

SEP 27 1957

CRIME RECORDS

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: September 9, 1957

FROM : M. A. Jones

SUBJECT: ERROR IN CORRESPONDENCE

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

b6  
b7C

In a letter prepared initially under date of September 9th to Mr. [ ] of the New Orleans Item, New Orleans, Louisiana, the name of SAC Abbaticchio was spelled "Abbatticchio." This letter was dictated by SA [ ], transcribed by Miss [ ] and initialed in this section by the writer.

RECOMMENDATIONS:

(1) That Mr. [ ] be censured for his carelessness in this regard.

b6  
b7C

(2) That Miss [ ] be charged with an error under the official error program.

(3) That I be charged with a reviewer's error.

b6  
b7C

MAJ:mcq

(6)

RECORDED-82

67-448 774-81	
Serial	28
6 SEP 16 1957	
FEDERAL BUREAU OF INVESTIGATION	

1 SEP 24 1957

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EMPLOYEE: SA Jones, Milton A. E.O.D. 19 2-6-39 DIV.

ACC. ANN. 74-1-48

ACC. SICK 60-5-50 ADV. SICK INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1943

DAY OF MO.	JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M			
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																																			WP	

EMPLOYEE: SA Jones, Milton A. E.O.D. 19 2-6-39 DIV.

ACC. ANN. 60-0-0-0-61-0-48

ACC. SICK 45-5-50 ADV. SICK INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1942

DAY OF MO.	JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
	D.	H.	M.	D.	H.	M.	D.	H.	M.	D.	H.	M.	D.	H.	M.	D.	H.	M.	D.	H.	M.	D.	H.	M.	D.	H.	M.	D.	H.	M.	D.	H.	M.			
1																			1															1		
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**DIV.**

• DIV.

[illegible]



ACC. SICK 4-5-50

### INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1939

[illegible]

DEPT OF JUSTICE 97-C-8071:8 P

ACC. SICK .

### INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1938

[illegible]

EMPLOYEE **Jones, Milton A.** EOD **2-6-39** DIV.

ACC. ANN. **90-0** ACC. SICK **90-0** ADV. SICK

ACCRUED ANN. **104-7** ACCRUED SICK **100-0**

DAY OF MO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.
	D	H	D	H	D	H	D	H	D	H	D	H		D	H	D	H	D	H	D	H	D	H	D	H	
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PRINTED IN U. S. A. BY **Index** COMPANY, JAMESTOWN, N. Y. 97-J-C-9033-8 P.

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### Calendar Year 1947

LWOP		SUSP.	
No. of days			
Annual lost			
Sick lost			
ANNUAL			
As of 1-1-47	90-0	90-0	
Current Acc.	14-4	104-3	
Total	104-4	115-7	
Leave lost			
Balance			
Total taken	0-1	9-4	
Balance 1-1-48	104-3	106-3	
(amt. lost)	90-0	(163)	
SICK			
As of 1-1-47		90-0	
Current Acc.			
Total			
Leave lost			
Balance			
Total taken			
Balance 1-1-48		90-0	

ACC. ANN. **90-0** ACC. SICK **90-0** ADV. SICK

ACCRUED ANN. **102-0** ACCRUED SICK **90-0**

DAY OF MO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.
	D	H	D	H	D	H	D	H	D	H	D	H		D	H	D	H	D	H	D	H	D	H	D	H	
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AGGREGATE													A												A	
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													WP												WP	

### Calendar Year 1946

LWOP		SUSP.	
No. of days			
Annual lost			
Sick lost			
ANNUAL			
As of 1-1-46	90-0	90-0	
Current Acc.	6-4	96-4	
Total	96-4		
Leave lost			
Balance			
Total taken	6-4		
Balance 1-1-47	90-0		
(amt. lost)	19-4		
SICK			
As of 1-1-46	90-0		
Current Acc.	0-1		
Total	90-1		
Leave lost			
Balance			
Total taken	0-1		
Balance 1-1-47	90-0		

ACC. ANN. 90-0 (10-7)														ACC. SICK 90-0 (0-6)														ADV. SICK													
Accrued Ann.														Accrued Sick																											
DAY OF MO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.															
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### Calendar Year 1945

LWOP		SUSP.	
No. of days			
Annual lost			
Sick lost			
ANNUAL			
As of 1-1-45	90-0	✓	
Current Acc.	3-3		
Total	93-3		
Leave lost			
Balance			
Total taken	3-3		
Balance 1-1-46	90-0		
(amt. lost)	22-5		
SICK			
As of 1-1-45	90-0	✓	
Current Acc.	-2		
Total	90-2		
Leave lost			
Balance			
Total taken	0-2		
Balance 1-1-46	90-0		

ACC. ANN.														ACC. SICK														ADV. SICK													
Accrued Ann.														Accrued Sick																											
DAY OF MO.	JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.	JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.															
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AGGREGATE													A												A																
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### Calendar Year 1948

LWOP		SUSP.	
No. of days			
Annual lost			
Sick lost			
ANNUAL			
As of 1-1-48			
Current Acc.			
Total			
Leave lost			
Balance			
Total taken			
Balance 1-1-49			
(amt. lost)			
SICK			
As of 1-1-48			
Current Acc.			
Total			
Leave lost			
Balance			
Total taken			
Balance 1-1-49			

SA  
EMPLOYEE Jones, Milton A:

EOD 2-6-39

DIV.

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137  
General Regulations No. 102

# LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.					PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE
JANUARY	1			8		JULY	15			116		0								
	2			16			16			124										
	3			24																
FEBRUARY	4			32		AUGUST	17			132		0								
	5			40			18			140										
MARCH	6			48		SEPTEMBER	19			148		0								
	7			56			20	2	84	156										
APRIL	8	80	80	64		OCTOBER	21	7	91	164		0	REMARKS							
	9			72			22	2	93	172										
							23	2	95	180										
MAY	10			80		NOVEMBER	24			188		0	YEARLY SUMMARY (HOURS)				ITEM	ANN.	SICK	
	11			88			25			196							BAL. FORWARDED	720	720	
	12	1	81	92								YR. ACCRUAL					208	0		
JUNE	13	1	82	100		DECEMBER	26	3	98	204		0	TOTAL	928	720					
	14			108			27			208			TOTAL TAKEN	98	0					
												720	BALANCE	830	720					

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

SA Jones, Milton A.

12-6-39

1948

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137  
General Regulations No. 102

# LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD					
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.					PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE	HRS.
JANUARY	26			4		JULY	16		116		0										
	3	6	6	12			17	1	124												
	4	43	49	28					7												
FEBRUARY	5	28	77	28		AUGUST	18	3	83	132	10										
	6			36			19	41	131	140											
MARCH	7			44		SEPTEMBER	20		148		10										
	8			52			21		156												
APRIL	9			60		OCTOBER	22		164		0	REMARKS									
	10	2	79	68			23		172												
							24		180												
MAY	11			16		NOVEMBER	25		188		0	YEARLY SUMMARY (HOURS)				ITEM	ANN.	SICK			
	12			84			26		196												
	13			92																	
JUNE	14	1	80	100		DECEMBER	1	1	132	204	0										
	15			108			20		208												
												720	BALANCE				796	720			

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

SA Jones, Milton A.

2-6-39

1949

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD

GPO 16-48999-1  
Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. No.	ANNUAL			SICK			MONTH	PAY PER. No.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD			
		TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.			TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED		PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL		HRS.	TOTAL				HRS.	TOTAL		HRS.	TOTAL		DATE	TYPE					HRS.	TOTAL
JANUARY	28			4			0	JULY	16			116			0								
	3	1	1	12					17			124											
	4	29	30	20																			
FEBRUARY	5	2	32	28			0	AUGUST	18			132			0								
	6			36					19	72	108	140											
MARCH	7			44			0	SEPTEMBER	20	32	140	148			0								
	8			52					21	1	141	156											
APRIL	9	1	33	60			0	OCTOBER	22	1	142	164			0	REMARKS							
	10			68					23			172											
	11			76			72		24			180											
MAY	12			84			0	NOVEMBER	25	1	143	188			0								
	13			92					26			196											
JUNE	14	3	36	100			0	DECEMBER	1			204			0								
	15			108					22			208											
															YEARLY SUMMARY (HOURS)								
															ITEM				ANN.	SICK			
															BAL. FORWARDED				720	720			
															YR. ACCRUAL				208	0			
															TOTAL				928	720			
															TOTAL TAKEN				143	0			
															BALANCE				785	720			

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
SA	Jones, Milton A.			2-6-39		1950

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL			SICK			MONTH	PAY PER. NO.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD			
		TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.			TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED		PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL		HRS.	TOTAL				HRS.	TOTAL		HRS.	TOTAL		DATE	TYPE					HRS.	TOTAL
JANUARY	28			4				JULY	16			116											
	3	1	1	12					17			124											
	4			20								204											
FEBRUARY	5			28				AUGUST	18			132											
	6	1	2	36					19			140											
MARCH	7			44				SEPTEMBER	20			148											
	8			52					21			148											
									22	8	20	149											
APRIL	9			60				OCTOBER	23			155											
	10	8	10	68					24			180											
	11			77																			
MAY	12			78				NOVEMBER	25			188											
	13			92					26	40	60	196											
				79																			
JUNE	14	2	12	100				DECEMBER	1	40	100	204											
	15			108					20	1	101	208											
															REMARKS								
																			YEARLY SUMMARY (HOURS)				
																			ITEM	ANN.	SICK		
																			BAL. FORWARDED	220	220		
																			YR. ACCRUAL	208	0		
																			TOTAL	928	720		
																			TOTAL TAKEN	01	0		
																			BALANCE	827	720		

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
SA	Jones, Milton A.			2-6-39		1951

16-til 8-5-53

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD

☆ GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE
JANUARY	2			4		JULY	16		88		58									
	3			10			17		94		62									
	4			16																
FEBRUARY	5			22		AUGUST	18		100		66									
	6			28			19		106		70									
							20		112		74									
MARCH	7			34		SEPTEMBER	21		118		78									
	8			40			22	8	104	24	82									
	9	8	8	46			30													
APRIL	10			52		OCTOBER	23		136		86									
	11			58			24		136		90									
MAY	12			64		NOVEMBER	25	40	144	142	94									
	13			70	1		1	46		148	1	2	98							
JUNE	14	40	48	76		DECEMBER	1		158		102									
	15	48	96	82																
												REMARKS								
																YEARLY SUMMARY (HOURS)				
																ITEM	ANN.	SICK		
																BAL. FORWARDED	720	720		
																YR. ACCRUAL	158	102		
																TOTAL	878	822		
																TOTAL TAKEN	144	2		
																BALANCE	734	820		

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Jones, Milton A., SA				2-6-39		1952

Jones, Milton A., SA

8661

8-555

LAST NAME

FIRST NAME AND INITIAL

IDENTIFICATION No.

TYPE OF APPOINTMENT

EOD DATE

AGENCY

CALENDAR YEAR

Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE
JANUARY	2			6		JULY	16	40	121	90										
	3			12			17			96										
	4	1	1	18																
FEBRUARY	5			24		AUGUST	18			102										
	6			30			19			110										
							20			118										
MARCH	7			36		SEPTEMBER	21			126										
	8			42			22			134										
	9			48																
APRIL	10			54		OCTOBER	23			142										
	11			60			24			150										
MAY	12			66		NOVEMBER	25			158										
	13			72			26			166										
JUNE	14			78	1	DECEMBER	27	16	137	174	1	2	104							
	15	80	81	84			1			182										
												REMARKS								
												YEARLY SUMMARY (HOURS)								
												ITEM				ANNUAL	SICK			
												BAL. FORWARDED				720	820			
												YR. ACCRUAL				182	108			
												TOTAL				902	928			
												TOTAL TAKEN				137	2			
												BALANCE				765	926			

LAST NAME

FIRST NAME AND INITIAL

IDENTIFICATION No.

TYPE OF APPOINTMENT

EOD DATE

AGENCY

CALENDAR YEAR

Jones, Milton A., SA

2-6-39

1953-*new*

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137  
General Regulations No. 102

# LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE
JANUARY	2	2	2	8		JULY	15	32	130	112		56								
	3			16			16			120		60								
	4			24																
FEBRUARY	5			32		AUGUST	17		128			64								
	6			40	1		1	20		136		68								
							19		144	1	2	72								
MARCH	7			48		SEPTEMBER	20		152			76								
	8			56			21		160		80									
APRIL	9			64		OCTOBER	22		168			84								
	10			72			23		176		88									
MAY	11			80		NOVEMBER	24		184			92								
	12			88			25		192		96									
JUNE	13	16	18	96		DECEMBER	26	25	55	200		100								
	14	20	98	104			1		208		104									
												REMARKS								
																YEARLY SUMMARY (HOURS)				
																ITEM	ANN	SICK		
																BAL. FORWARDED	720	926		
																YR. ACCRUAL	208	104		
																TOTAL	928	1030		
																TOTAL TAKEN	153	2		
																BALANCE	773	1028		

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Jones, Milton A., SA				2-6-39		1954

Jones, Milton A., SA

8

LAST-NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR-YEAR
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Standard Form No. 1137  
General Regulations No. 102

## LEAVE RECORD

☆ GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. No.	ANNUAL		SICK		MONTH	PAY PER. No.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.			TOTAL		HRS.	TOTAL		DATE	TYPE	HRS.					TOTAL
JANUARY						JULY														
FEBRUARY						AUGUST														
MARCH						SEPTEMBER														
APRIL						OCTOBER														
MAY						NOVEMBER														
JUNE						DECEMBER														
												REMARKS								
																YEARLY SUMMARY (HOURS)				
																ITEM	ANNUAL	SICK		
																BAL. FORWARDED				
																YR. ACCRUAL				
																TOTAL				
																TOTAL TAKEN				
																BALANCE				

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Jones	Milton A., SA			2-6-39		1955

13668 CR

(PLEASE TYPE OR PRINT ALL INFORMATION)

9-4-4092 FD-195

1. NAME Jones, Milton A.  
LAST FIRST MIDDLE

2. OFFICE OF ASSIGNMENT Seat of Government

NOTE: PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING FORM.

IF IN BUREAU 15 YEARS FROM EOD LISTED UNDER ITEM 8 AND NO LEAVE WITHOUT PAY IN EXCESS OF 6 MONTHS IN ANY ONE CALENDAR YEAR, AS LISTED UNDER ITEM 10, IT WILL ONLY BE NECESSARY FOR YOU TO CERTIFY YOUR STATUS BY PLACING A CHECK MARK IN THE "15 YEARS OR OVER" BOX IN THE "TOTAL FEDERAL SERVICE" SPACE AT THE TOP OF THIS PAGE, AND SIGNING THE FORM. DO NOT FILL IN OTHER INFORMATION IN SUCH CASES.

TOTAL  
FEDERAL SERVICE

(CHECK ONE, PER ITEM 11)

LESS  
THAN  
3 YRS.

☐

3 YRS. BUT  
LESS THAN  
15 YRS.

☒

15 YRS.  
OR  
OVER

☐

(AS OF CLOSE OF BUSINESS ON JANUARY 6, 1952)

DATE YOU WILL REACH NEXT CATEGORY:

8  
MONTH

5  
DAY

58  
YEAR

3. PREVIOUS CIVILIAN GOVERNMENT SERVICE (GIVE COMPLETE NAME OF AGENCY AND BRANCH)	DATE EOD	DATE SEPARATED	TOTAL LENGTH OF SERVICE WITH EACH AGENCY		
			YRS.	MOS.	DAYS
<u>Dept. of Agri.</u>	<u>8/5/38</u>	<u>2/5/39</u>		<u>86</u>	<u>0</u>

TOTALS

ITEMS 4, 6, 8  
9, 10, and 11

YRS. MOS. DAYS

4. TOTAL LENGTH OF PREVIOUS CIVILIAN GOVERNMENT SERVICE  
(ADD ALL TIME LISTED UNDER ITEM 3, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12, - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)

5. MILITARY SERVICE (INDICATE BRANCH - ARMY, NAVY, MARINE CORPS, COAST GUARD, AIR FORCE, ETC. IF NO MILITARY SERVICE, WRITE "NONE" IN THIS SPACE)	DATE ENTERED ON ACTIVE DUTY DATE GIVEN ON SEPARATION DOCUMENT	DATE DISCHARGED DATE GIVEN ON SEPARATION DOCUMENT	TOTAL SERVICE WITH MILITARY (EACH BRANCH)		
			YRS.	MOS.	DAYS
<u>None</u>					

FOLD ON THIS LINE

6. TOTAL MILITARY SERVICE  
(ADD ALL TIME LISTED UNDER ITEM 5, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)

7. STATUS AT TIME OF ENTRANCE ON DUTY WITH ARMED FORCES (CHECK ONE)	ON MILITARY LEAVE FROM CIVILIAN GOVERNMENT SERVICE	RESIGNED FROM CIVILIAN GOVERNMENT SERVICE TO ENTER ARMED FORCES	ENTERED ARMED FORCES FROM PRIVATE EMPLOYMENT OR SCHOOL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. PRESENT FBI SERVICE (IF REINSTATED, LIST DATES OF PREVIOUS SERVICE WITH FBI UNDER ITEM 3)	LATEST EOD DATE MONTH DAY YEAR	TO CLOSE OF BUSINESS JAN. 6, 1952	TOTAL SERVICE SINCE LAST EOD DATE		
			YRS.	MOS.	DAYS
	<u>2</u> <u>6</u> <u>1939</u>		<u>12</u>	<u>10</u>	<u>28</u>

9. FEDERAL SERVICE TIME - GROSS TOTAL  
(ADD ITEMS 4, 6, AND 8, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 - GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED.)

10. LEAVE WITHOUT PAY (EXCLUDING MILITARY) IN EXCESS OF SIX MONTHS TAKEN DURING ANY ONE CALENDAR YEAR. (LIST TOTAL IN YEARS, MONTHS, AND DAYS)

11. FEDERAL SERVICE TIME-NET TOTAL  
(SUBTRACT ITEM 10 FROM ITEM 9. THIS WILL GIVE YOU YOUR ACTUAL SERVICE TIME)

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

(SIGNED)

(DATE)

Milton A. Jones  
1-5-52 (WRITTEN SIGNATURE)

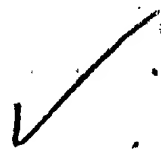


~~39-2-5~~  
~~38-14-5~~  
~~38-8-5~~  
2-6-0/1

~~54-12-36~~  
~~39-2-6~~  
12-10-30/31  
12-11-1  
6-6-1  
12-17-2  
13-5-2

14-11-38  
13-5-2  
1-6-28  
52-1-6  
53-7-34  
53-8-4

8-4-53



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *PN*

DATE: October 22, 1957

FROM : M. A. Jones *MAJ*SUBJECT: FBINA RETRAINING SESSION BANQUET  
NOVEMBER 6, 1957, ACCEPTANCE OF  
INVITATIONSb6  
b7C

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

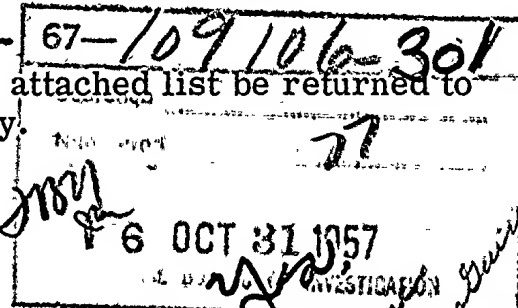
With regard to the memorandum sent up earlier today on this matter, SA [ ] got it up very quickly on his own initiative primarily to show the excellent response and the large percentage of acceptances, as well as the number of replies received. In accordance with your desire, we are keeping detailed accounts of the acceptances and declinations, which accounts have enabled us to answer direct, specific inquiries from various officials handling this affair. To show the excellent trend, however, it was thought a preliminary account of the incomings would be of interest to you. This list was not intended for statistical purposes. It was not set out in detail, since we knew it would be out of date almost immediately. In fact, to expedite the preparation of the list, we generally copied the names exactly as they appeared in the original Executives Conference memorandum received in this section of those to be sent invitations. Since we felt that no action needed to be taken on this matter until we had received more replies, it was contemplated that a complete list showing exactly (husbands and wives) the number accepting would be submitted later. I can see how our effort was misleading and this is greatly regretted. We will, of course, follow out our plan of sending up a daily composite list, showing specific details. The first such list is attached.

*This is silly. The memo was*  
RECOMMENDATION: *not accurate in several respects.* *←*

That, after it has served its purpose, the attached list be returned to Crime Records so we can continue to follow this closely.

Enclosure

*Jones & McGuire  
have should  
receive a strong  
letter of censure  
for the inaccuracies  
in the memo of 10/22.*

MAJ:rcw  
(3)

11-6-57

3/10/57

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: October 22, 1957

FROM : M. A. Jones

SUBJECT: FBI NATIONAL ACADEMY RETRAINING  
SESSION BANQUET, NOVEMBER 6, 1957

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

Following is a list of those from whom we have received  
 replies as of noon today to our invitations to the banquet and cocktail  
 party.

Those who have accepted:

Deputy Attorney General William P. Rogers  
 Honorable Maxwell M. Rabb  
 Rex Collier

[redacted]

[redacted]

[redacted]

Walker Stone

Miss [redacted]

Don Whitehead

Dr. and [redacted]

Dr. [redacted] cannot make it)

Dr. and [redacted]

Dr. and [redacted]

Dr. and [redacted]

Dr. and [redacted]

Dr. [redacted] cannot make it)

Inspector George Ashley

H. C. M. (Harry) Stone

Thomas J. Scott

[redacted]

Those who have declined:

Honorable Bernard M. Shanley

Lyle C. Wilson

Dr. and [redacted]

RECOMMENDATION:

None. For information. You will be advised of further  
 developments.

cc - Mr. Nease

cc - Mr. Parsons

MLL:cag (8) cag

cc - Mr. Tamm

cc - Mr. Trotter

cc - Mr. Waikart, 7204

ENCLOSURE

67-10800-6-301

b6  
 b7C

b6  
 b7C

b6  
 b7C

Walt  
 10/24/57

October 30, 1957

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

It is noted that you reviewed and approved a memorandum dated October 25, 1957, relating to the FBI National Academy at which time you failed to detect a serious mistake and have it corrected. From this it is clear that you were not exercising sufficient care in the performance of your duties.

Accordingly, the Bureau must insist that you demonstrate greater thoroughness and accuracy in reviewing official correspondence so that mistakes of this nature may be prevented.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

RECORDED - 147

RECEIVED  
READING ROOM  
OCT 30 4 26 PM '57  
B I

109106-302

OCT 31 1957

- 1 - Mr. Nichols (Personal Attention)
- 1 - Records and Communications Division Personnel File

Based on memo from M. A. Jones to Mr. Nichols 10/25/57, MAJ:rcw.

NOV 7 1957

MAIL ROOM ☐

ERC

November 6, 1957

PERSONAL

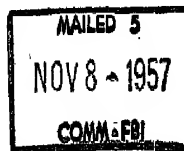
Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

I wish to convey my commendation to you and the agents who assisted in the preparation of the manuscript on communism in the United States.

The very fine work done by your section is an indication of the diligent and thorough fashion in which you carried out your particular assignments. I wish you would express my appreciation to those agents who assisted.

Sincerely yours,  
J. Edgar Hoover



NOV 8 2 08 PM '57  
REC'D-READING ROOM

109106-303

59

b6  
b7c

1 - Mr. Nease (Personal Attention)

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

1 - Personnel file of [redacted]  
1 - Personnel file of [redacted]  
1 - Personnel file of Gordon E. Malmfeldt  
1 - Personnel file of [redacted]

LRH:jad  
(8) 67-109106

MAIL ROOM ☐

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: October 25, 1957

FROM : M. A. Jones

SUBJECT: EXPLANATION FOR INCLUSION OF TIME  
10:30 A.M. IN BACKGROUND DATA RE  
FBI NATIONAL ACADEMY

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

*H. E. Hoxie*

The project of compiling brief data re the FBI National Academy for referral to James Hagerty, Presidential Press Secretary, was assigned to SA Hoxie. In this data, the time of 10:30 a.m. for the coming National Academy graduation exercises was utilized in conformity with the existing practice of previous years. SA Hoxie was unaware that the time of this year's graduation was changed to 11 a.m. This material was checked and approved by the Training and Inspection Division before submission to you. — *who approved it in Training Div? L*

*Mr. Tolson  
10/28/57  
H.I.*

SA Hoxie recognizes his responsibility in preparing accurate data and has assured me he will make every effort to avoid any future repetition.

*J. S. Rogers*

It was SA Hoxie's primary responsibility to have this memorandum accurate in every respect. He failed to check specifically on the time, and it is felt that he was derelict in this regard.

RECOMMENDATION:

*M. A. Jones* *Quinn/Tamm*

That SA Hoxie be severely censured for his carelessness in this connection.

ENCLOSURE

*Reasoned answer for  
all initiating memos.*

MAJ:rcw  
(8) *rcw*

RECORDED - 141

67-448547-87

Searched \_\_\_\_\_  
 Indexed \_\_\_\_\_  
 Filed \_\_\_\_\_  
 Date \_\_\_\_\_  
 10 NOV 8 1957  
 FEDERAL BUREAU OF INVESTIGATION

*Letter of censure  
to Hoxie, Jones,  
Rogers & Tamm  
10/30/57 vic/tch*

3/110

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: October 24, 1957

FROM : Mr. A. Jones

SUBJECT: PRESIDENT'S ATTENDANCE AT FBI  
NATIONAL ACADEMY GRADUATION  
NOVEMBER 8, 1957

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

Reference is made to Mr. Belmont to Mr. Boardman memorandum dated October 23, 1957, captioned as above, advising that Mr. James Hagerty, Press Secretary to the President, desired a write-up on the FBI National Academy, the retraining session and the graduation itself.

Attached is a brief write-up containing data regarding the FBI National Academy believed pertinent.

RECOMMENDATION:

That the attached write-up be delivered by the Liaison Section to Mr. Hagerty.

Enclosure

cc - Mr. Tamm, with copy of enclosure.  
 cc - Liaison Section, with copy of enclosure.

NEH.  
 HEH:cjc  
 (7)

67-448 547-87  
 ENCLOSURE

RECEIVED

October 25, 1957

## THE FBI NATIONAL ACADEMY

The FBI National Academy is a tuition-free training school for career members of the law enforcement profession which is conducted by the Federal Bureau of Investigation. Its curriculum includes 12 weeks of special courses which are designed to qualify graduates as administrators and instructors in their own departments. Two sessions are held per year.

### FOUNDING OF THE FBI NATIONAL ACADEMY

The FBI National Academy was founded July 29, 1935, when the First Session, consisting of 23 law enforcement officers, assembled at FBI Headquarters in Washington, D. C.

Born in a time of great need, the National Academy was founded during the "Terrible Thirties," an era of gang violence which saw John Dillinger, Kate "Ma" Barker and her sons, Alvin Karpis, Lester Gillis and other vicious criminals gain notoriety.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

HEH/GWG:amg  
(8)

MAIL ROOM ☐

67-448 547-87  
ENCLOSURE

## **CURRICULUM**

The curriculum of the National Academy continually changes to meet the current needs of law enforcement. It includes many topics which are basic to a police department's daily responsibilities such as firearms; defensive tactics; fingerprint identification; crime scene searches; scientific crime detection; juvenile delinquency; arrests, searches and seizures; police organization and administration; police records; public speaking; teaching techniques; report writing; police budget and personnel matters; the Constitution and the Bill of Rights; testifying in court; traffic matters and the like.

The first ten weeks of each session are devoted to required courses. During their final two weeks at the National Academy, each officer is provided the opportunity to study elective courses which are of particular interest to the law enforcement agency he represents.

Classes are held from 9:00 a. m. through 5:00 p. m., Monday through Friday.

## **FACULTY**

The FBI training staff, including officials in charge of various divisions of the FBI in Washington, teaches the majority of courses at the National Academy. In addition, outside experts present lectures on a wide variety of specialized topics. These visiting lecturers are men who have gained outstanding reputations

in their respective fields and include expert criminologists, police officials and educators from institutions of higher learning who have been selected because of their unique contributions to law enforcement.

### **QUALIFICATIONS FOR ATTENDANCE**

Applicants for attendance at the National Academy must be nominated by the head of the law enforcement agency which they represent. Since the National Academy is devoted to training officers as administrators and instructors, only those full-time members of duly established law enforcement agencies who intend to pursue law enforcement as a lifetime career are considered.

The following are additional basic requirements:

#### **AGE**

Must not have reached 51st birthday on the day the session begins.

#### **PHYSICAL CONDITION**

Must be capable of vigorous physical activity, and a doctor's certification after physical examination is required.

#### **EXPERIENCE**

Must have at least two years' law enforcement experience.

#### **CHARACTER**

His character, reputation and standing in the community must be beyond reproach. The FBI investigates all candidates to determine their fitness.

#### **EDUCATION**

No specific requirement as to the amount of formal education an applicant must possess; however, he must be fully capable of comprehending a vast amount of information

in a minimum of time, recording this information in a detailed notebook and later imparting the information to the fellow officers of his department.

## **FACILITIES**

The National Academy utilizes the FBI training facilities in Washington, D. C., and on the United States Marine Corps Base at Quantico, Virginia. In addition to classrooms, these include such facilities as the FBI Firearms Ranges, gymnasiums and the like.

## **COST OF ATTENDANCE**

No charges for curriculum or fees are made for attendance at the FBI National Academy. Each officer, however, is responsible for his own transportation and living expenses during the 12 weeks of training. These expenses include food, lodging, toilet articles, laundry, dry cleaning and the like.

## **GRADUATES**

Excluding the 92 members of the 60th Session who will be graduated on November 8, 1957, the National Academy's graduates total 3,360 officers representing law enforcement agencies in all 48 states, the District of Columbia, United States territories and possessions, and some sister nations.

Of these graduates who currently are active in law enforcement, 28.2 per cent are executive heads of the departments they serve.

Included among these are 535 chiefs of police, 75 sheriffs, 16 heads of state police organizations and 31 others who occupy such positions as wardens of penal institutions, city managers and the like.

#### **RETRAINING SESSION OF THE FBI NATIONAL ACADEMY**

The first Retraining Session since 1949 will be held in Washington, D. C., from November 4 through November 8, 1957. Approximately eight hundred graduates of the National Academy will attend the week-long Session.

The purpose of this Retraining Session is to present to those in attendance current law enforcement problems with particular emphasis on how the law enforcement profession can cope with them. With the exception of the opening day, all of the discussions and panel forums of the Retraining Session will be closed to the public. Prominent police officers from all over the United States will moderate the discussions and panel forums and some of the subjects on the week's agenda include police organization and administration, selection and training of personnel, traffic law enforcement, juvenile delinquency and investigation of crimes.

One of the high lights of the week will be the banquet on Wednesday evening, November 6, 1957, at the Eheraton-Park Hotel.

Lawrence Welk and his world-famed orchestra, heard each Saturday and Monday night over the coast-to-coast television network of American Broadcasting Company, will provide the entertainment. Mr. Welk and his

orchestra are being brought to Washington for this occasion by the Dodge Division of the Chrysler Corporation. The visiting law enforcement officials, their families and friends will be joined at the banquet by prominent Government officials, members of the press, radio and television.

**GRADUATING CEREMONIES FOR THE 60th SESSION OF THE FBI NATIONAL ACADEMY, NOVEMBER 8, 1957.**

<b>Where to be Held:</b>	Departmental Auditorium, Constitution Avenue, between 12th and 14th Streets
<b>When:</b>	10:30 A. M. , November 8, 1957
<b>Graduates:</b>	92 Law Enforcement Officers from 39 states, as well as Alaska, Puerto Rico and Canada
<b>Invocation and Benediction:</b>	Dr. J. Warren Hastings, The National City Christian Church, Washington, D. C.
<b>Speakers:</b>	Dr. Norman Vincent Peale, Pastor of Marble Collegiate Church, New York City.  Chief of Police William Roy Stone, Longview, Texas, President of the Graduating Class
<b>Granting of Diplomas:</b>	The Honorable Herbert Brownell, Jr., Attorney General
<b>Music:</b>	United States Marine Corps Orchestra

**Guest speakers at National Academy graduation exercises have included important persons from many walks of life. Among the**

**speakers have been United States Senators and Congressmen, Attorney**

**Generals and such prominent clergymen as Bishop Fulton J. Sheen,**

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐

Dr. Norman Vincent Peale and Francis Cardinal Spellman. In addition to important industrial figures, cabinet members and educators, the speakers have also included such prominent military leaders as General Lemuel C. Shepherd, Jr., former Commandant of the United States Marine Corps, and Admiral Arthur W. Radford, former Chairman of the Joint Chiefs of Staffs. Additionally, Chief Justice Earl Warren and Vice President Richard Nixon have addressed prior graduation ceremonies.

# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>Jones, Milton Ankers</b>			2. GRADE AND COMPONENT OR POSITION <b>SA F-131</b>		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION <b>Annual</b>		6. DATE OF EXAMINATION <b>Oct 8, 1957</b>	
7. SEX <b>M</b>	8. RACE <b>W</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH <b>1-24-13</b>		13. PLACE OF BIRTH <b>Monticelo, Ky.</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>NNMC</b>				16. OTHER INFORMATION		

17. RATING OR SPECIALTY

CLINICAL EVALUATION		TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
(Check each item in appropriate column; enter "N. E." if not evaluated)		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)	
NORMAL	ABNOR- MAL		
		18. HEAD, FACE, NECK, AND SCALP	
		19. NOSE	
		20. SINUSES	
		21. MOUTH AND THROAT	
		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
		23. DRUMS (Perforation)	
		24. EYES—GENERAL (Visual acuity and refraction under items 60, 60, and 61)	
		25. OPHTHALMOSCOPIC	
		26. PUPILS (Equality and reaction)	
		27. OCULAR MOTILITY (Associated parallel movements; nystagmus)	
		28. LUNGS AND CHEST (Include breasts)	
		29. HEART (Thrust, size, rhythm, sounds)	
		30. VASCULAR SYSTEM (Varicosities, etc.)	
		31. ABDOMEN AND VISCERA (Include hernia)	
	X	32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)	32. Small tag - 6 o'clock
		33. ENDOCRINE SYSTEM	
		34. G-U SYSTEM	
		35. UPPER EXTREMITIES (Strength; range of motion)	
		36. FEET	
		37. LOWER EXTREMITIES (Except feet) (Strength; range of motion)	
		38. SPINE, OTHER MUSCULOSKELETAL	
	X	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	No additional
		40. SKIN, LYMPHATICS	
		41. NEUROLOGIC (Equilibrium tests under item 72)	
		42. PSYCHIATRIC (Specify any personality deviation)	
Females only (Check how done)			
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
O.—Restorable teeth I.—Nonrestorable teeth X.—Missing teeth XXX.—Replaced by dentures (6 X 8)—Fixed bridge, brackets to include abutments			

R	X	2	3	4	5	6	7	8	9	10	11	12	13	14	X	15	16	L
I	X	31	30	29	28	27	26	25	24	23	22	21	19	18	X	17	16	E
T																		T

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. <b>1.020</b>			46. CHEST X-RAY (Place, date, film number, result) <b>See Report 17181-57</b>		47. SEROLOGY (Specify test used and result) <b>Kahn, Negative</b>						
ALBUMIN <b>Neg.</b>	SUGAR <b>Neg.</b>	MICROSCOPIC <b>Neg.</b>	48. EKG <b>Normal</b>			49. BLOOD TYPE AND RH FACTOR <b>A, B</b>			50. OTHER TESTS		

5 DEC 3 1957

Nov 29 1957

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 6' 1 1/2"		52. WEIGHT 201		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. 99.2	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 132 DIAS. 82		RECUM- BENT SYS. DIAS.		STANDING (5 min.) SYS. DIAS.		SITTING 72		AFTER EXERCISE 2 MIN. AFTER		RECUMBENT AFTER STANDING 3 MIN.	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION			
RIGHT 20/ 20		CORR. TO 20/ 20		BY S. CX		.62m		CORR. TO 20		BY 10	
LEFT 20/ 25		CORR. TO 20/ 20		BY S. CX		.62m		CORR. TO 20		BY 10	
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) 1946 AOC 18x18				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED 1723 CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15 /15 SV 15 /15		LEFT WV 15 /15 SV 15 /15		250 250 500 512 1000 1024 2000 2048 3000 2896 4000 4096 8000 8192		RIGHT		LEFT			

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

Resolving myositis - left  
shoulder (Mephenesin)

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

N.C.D.

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P U L H E S					
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS QUALIFIED FOR Strenuous Physical Exertion <input type="checkbox"/> IS NOT QUALIFIED FOR and use of Firearms.						PHYSICAL CATEGORY					
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER						A B C E					
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE S/					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE b6 b7C					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE S/					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE NUMBER OF AT- TACHED SHEETS					

COPY

PATIENT'S LAST NAME—FIRST NAME—MIDDLE NAME		REGISTER NO.	WARD NO.
JONES, MILTON ANKERS FBI			Staff Clinic
AGE	SEX	(Check one) <input type="checkbox"/> BEDSIDE, WHEELCHAIR, OR STRETCHER <input type="checkbox"/> BED PATIENT <input type="checkbox"/> AMBULATORY	
EXAMINATION REQUESTED			
REQUESTED BY		DATE OF REQUEST	
(Above space for mechanical imprinting, if used)			
PERTINENT CLINICAL HISTORY, OPERATIONS, PHYSICAL FINDINGS, AND PROVISIONAL DIAGNOSIS			

FILM NO.	17181-57	DATE OF REPORT
RADIOGRAPHIC REPORT		

11/13/57 CHEST: The lung fields are clear. The cardiac outline and bony thorax are within normal limits. WJM:egc

s/WJM

LT MC USN

Department of Radiology  
 U.S. Naval Hospital  
 National Naval Medical Center  
 Bethesda 14, Maryland

SIGNATURE: (Specify location of laboratory if not part of requesting facility)

Standard Form 519A (Rev. Aug. 1954)  
 Promulgated by Bureau of the Budget  
 Circular A-32 (Rev.)

GPO c9-16-58906-51

RADIOGRAPHIC REPORT

s/GRJ

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

67-109106-304  
 ENCLOSURE

ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION  
(Revised August 10, 1956)

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER

Name of examinee: JONES, MILTON A  
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee JS qualified for strenuous physical exertion. (Designate which)  
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? ☐ Yes ☒ No

2. Does examinee have any defects prohibiting safe operation of motor vehicles? ☐ Yes ☒ No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

b6  
b7C

(Signature of Medical Examiner)

NOV 19 1957

(Date)

67-109106-304  
ENCLOSURE

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease

DATE: November 8, 1957

FROM : M. A. Jones

b6  
b7CSUBJECT: LETTER DATED NOVEMBER 8, 1957,  
TO DR. [REDACTED]

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

This letter, though dated November 8, inadvertently referred to the NA Banquet as having occurred "last night." Obviously, it should have been Wednesday night, November 6.

b6  
b7C

The letter was dictated by [REDACTED] transcribed by [REDACTED] and initialed by me.

RECOMMENDATIONS:b6  
b7C

That Mr. [REDACTED] be sent a letter of censure, that Miss [REDACTED] be listed for an error and that I be charged with a reviewer's error.

MAJ:geg  
(3)

RECORDED - 141

67-453761-79

Searched \_\_\_\_\_  
Numbered 27

9 NOV 15 1957

FEDERAL BUREAU OF INVESTIGATION

95

December 23, 1957

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

67-127-305
Searched
Indexed
8 DEC 27 1957
FEDERAL BUREAU OF INVESTIGATION

Dear Mr. Jones:

I was extremely proud of the portion of the "Wide Wide World" television program on December 22, 1957, featuring certain activities of the FBI and deeply appreciate the heavy responsibilities assumed by employees of the Crime Records Section.

A tremendous amount of detailed work was associated with this venture and I am aware of the important assignments which were so efficiently handled by Special Agents Charles E. Moore, [redacted] and Gordon E. Malmiret of your section. Please convey my sincere gratitude to them for their splendid services.

SENT TO THE  
DIRECTOR  
FOR SIGNATURE  
AND MAILING

Sincerely yours,

1 - Mr. Nease (Personal Attention)

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐

Based on Memo Nease to Tolson, 12-23-57, ECK:blh.  
Inspector Nease has advised that general letter to Crime Records Section would be appropriate in view of heavy responsibilities assumed by agents mentioned in this letter.

70

COPY 144  
December 23, 1957

TO : Mr. Tolson  
FROM : G. A. Nease  
SUBJECT: WIDE WIDE WORLD  
NATIONAL BROADCASTING COMPANY  
DECEMBER 22, 1957

Set forth below are recommendations for letters of commendation in connection with above-entitled program.

NBC PERSONNEL

M. A. Jones

b6  
b7C

(1) Mr. [ ] who directed the filmed portions of the program which were made at Greenville, South Carolina, and at the Identification Division. He is an extremely fine person and did everything possible to present the Bureau in an excellent light.

(2) Mr. [ ] who wrote the Bureau's segment of the program, and it is felt that he caught the spirit of the Bureau and certainly was very Bureau minded.

(3) Mr. [ ] who directed the live television which emanated from the Justice Building. Mr. [ ] is an extremely fine person to work with. He is a fine craftsman and was most commendatory of the Bureau and its operations. We were fortunate in having a man of his caliber handling the show.

(4) Mr. [ ] who produced the entire program for NBC and who was a very good coordinator.

Bufiles satisfactory on all above persons.

b6  
b7C

Mrs. [ ]

RECORDED - 132

Mrs. [ ] played the part of the wife in the [ ] chiseler case. She went to Greenville, South Carolina, for filming and appeared here in Washington live over the weekend. After the appearance in Greenville, the Director commended her for her wonderful work. She has exhibited wonderful Bureau spirit and naturally having to be here Friday, Saturday and Sunday placed a burden on her family life.

FEDERAL

Enclosures.

(Continued on next page)

cc - Mr. Nease  
cc - Mr. Parsons  
cc - Mr. Tamm  
cc - Mr. Mohr  
ATTENTION - Mr. C. R. Davidson  
Mr. L. J. Gauthier

ORIGINAL FILED IN 94-4-2439-620

6 JAN 16 1958

Memo to Mr. Tolson from A. Nease

b6  
b7C

General Services Administration

Mr. [ ] of our building, was most helpful in securing painters, electricians and other help which we needed in connection with the show.

b6  
b7C

Bureau Personnel

(1) Mr. [ ] discussed live with [ ] the Bureau's jurisdictions and operations. He did a splendid job and made a fine personal appearance. There was, of course, a great deal of tension in connection with the handling of this assignment, and he rose to the situation.

(2) SAC Whelan of the Washington Field Office took the part of the SAC at the Charlotte Office. He briefed the Agents on live television in connection with the Weinberger chiseler case.

(3) Mr. [ ] of the FBI Laboratory explained the functions of the hairs and fibers section. He did a very fine job.

b6  
b7C

(4) Mr. R. H. Jevons of the FBI Laboratory was in charge of the physical problems and did an excellent job in getting the necessary arrangements in the Laboratory in shape for the live television.

(5) Dr. D. J. White, Chief of the Physics - Chemistry Section was in charge of arranging personnel and did a very fine job in coordinating this phase of the live show in the Laboratory.

(6) SA G. A. Berley of the Laboratory was originally assigned to the part of explaining the firearms section and went through two closed circuit rehearsals. He handled his lines very well and if there had been time in the program, he would have done an excellent job. It was necessary to cut this portion at the last minute because of time factor.

(7) Assistant Director Donald Parsons, a general letter of commendation for the excellent cooperation given by the Laboratory with the full realization that his men put in many hours of overtime.

(8) M. A. Jones, commending the Agents in the Crime Records Section who assisted over the weekend on the live portion of the program with copies to the following personnel files: Special Agents Charles E. Moore, Gordon E. Malmfeldt, [ ] and [ ]

b6  
b7C

(9) SAC Sloan of Quantico handled the supervision of the shooting on the range which naturally required timing and careful planning. The firing had to be split-second because it opened the program. Special Agent [ ] at Quantico was shown firing on the range. This scene opened the entire program

b6  
b7C

Memo to Mr. Tolson from G. A. Nease

b6  
b7C

and split-second timing was necessary, and it was tremendous timing.

(10) Mr. [ ] and Mr. [ ] of the Administrative Division should be commended for their very excellent work in handling contacts with the building superintendent and securing furniture and other material needed for the show.

b6  
b7C

(11) It is likewise recommended that letters of commendation be sent to Mr. Cartha D. DeLoach, Mr. Edward C. Kemper, and Mr. [ ] who handled the details and coordination of this entire program and did a very excellent job.

The Exhibits Section did a tremendous job in handling certain of the props, and Mr. Gauthier is submitting a separate memo for the employees who took part in helping.

RECOMMENDATION:

That the attached letters to persons outside the Bureau be sent. Letters to Bureau personnel are being prepared by the Administrative Division.

Director's notation:

"I signed those to NBC most reluctantly. I didn't like their constant juggling of our part and then to climax it all the sly injection of "state patrol" instead of "parole". Such a thing is not an accident particularly in view of our argument with them about it." Hoover.

# FIELD WEAPONS TRAINING RECORD

SPECIAL AGENT

JONES, Milton A.

IV

FD-40  
3-25-47

Current thru 6/53 - Previous record in Personnel file

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD	PP	QUALI- FIED
S.O.G.	7/53									
	9/53	92	94	100		88				
MU	9/53	94	94	#2		90				
	1/54								✓	
	3/54								✓	
	4/54	100	96			80				
	5/54	96	93	#2 13/25						
	6/54			MU 100						
	7/54	96	90	12		94				
	10/54	98	90	100		94				
	4/55	88	95	100		74			267	
Makelep	7-21/55	100	97	13/25		80				
	7-21/55	98	93	14/25		90				
	9-18/55	94	94	100	✓	94	✓	DT		
	10/54								269	
DEC 5 5									242	
									271	FEB 5 6
		96	95	100	✓	92	DT	88	292	MAR 22 1956
		98	89	13/25		88				MAY 23 1956
		100	96	18		96				AUG 2 1956
		92	94	100		82	✓	DT		SEP 1 2 1956
									264	
									280	
A. Service 23		98	94	21/25	92	-			✓	Feb 4-15-57
		98	90	27		64	DT	RD		MAY 1957
		86	84	18		66	DT	RD		AUG 14 1957
		96	96	100		98	✓			

270 - 10-10-57  
279 - 12-157

8

February 6, 1958

PERSONAL

Dear Mr. Jones:

As today marks your Nineteenth Anniversary with the Federal Bureau of Investigation, I wanted to extend to you my best wishes and heartiest congratulations for this occasion. Your achievements and devotion to duty over the years indeed reflect a worthwhile contribution to the over-all accomplishments of the Bureau, and it is my sincere hope that you will remain in the service for many years to come.

Sincerely,

J. Edgar Hoover

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

67-109 106-307  
21  
FEB 11 1958

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

SENT FROM D. O.  
TIME 9:00 AM  
DATE 2-6-58  
BY JED

JEH:tlc

January 14, 1958

Mr. [redacted]  
[redacted]  
[redacted], Kansas

b6  
b7C

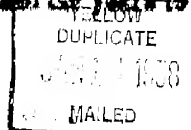
Dear Mr. [redacted]

It was indeed a pleasure to receive your letter of January 4, 1958, which you enclosed with your letter of the same date to Special Agent Milton A. Jones, and I want you to know that I am grateful for your generous comments concerning this Bureau and my administration of its activities.

My associates and I, of course, are sorry to see you leave the FBI, but our best wishes and regards go with you as you prepare for your career in the ministry. You may be sure that Messrs. Bernard M. Suttler, William H. Williams and Jones will be appreciative of your thoughtfulness.

In response to your request, I am happy to forward under separate cover one of my photographs which I have inscribed to you. In addition, I have autographed copies of "The FBI Story" to your parents and brother; however, since I am not acquainted with the others you named, the copies for them are autographed only. The cost of each book is \$3.15, and the check which you enclosed was made out for the total amount of \$15.75.

Thank you for your birthday greetings, and it is hoped that 1958 and the years to come bring you every possible happiness.



Sincerely yours,

135  
cc - Portland, with copy of incoming  
(Personal Attention of William H. Williams)  
cc - Mr. Jones, with copy of incoming  
cc - Mr. Suttler, with copy of incoming  
cc - Personnel file Bernard M. Suttler, with copy of incoming  
cc - Personnel file Milton A. Jones, with copy of incoming

CBF:ogh (9)

NOTE: See next page.

Mr. [REDACTED]

b6  
b7C

NOTE: See Jones to Nease memorandum dated 1-13-58 captioned  
[REDACTED]; Clerk; GS-3; EOD 6-27-57; Resigned 1-10-58  
while assigned Portland Office." CBF:ogh

January 4, 1958

Mr. J. Edgar Hoover  
Federal Bureau of Investigation  
Department of Justice  
Washington, D. C.

Dear Mr. Hoover,

You once commented, while considering the Presbyterian Ministry as a vocation: "I would like to be the minister of a church which produces great men." With your approval, I will attempt to fulfill that courageous desire.

I will soon be starting preparation for the Methodist Ministry and desire to sincerely acknowledge those agents whose character and lives have been precept and example to me. The standard of excellency and order which seems to be a by-word for Mr. Bernard Suttler; the persistence for a man's highest capabilities which seems inherent in Mr. M. A. Jones; and the 'let's get it done together' attitude of Mr. William H. Williams have been continual sources of guidance and inspiration for me while in the FBI.

It is with the highest admiration of your principles, character, and devotion to justice through honesty, bravery, and integrity that I respectfully request an autographed photograph of yourself. I know this will be a continual source of strength for me while preparing for the ministry and as I endorse the strength of justice and truth from the pulpit and through my life.

It is requested that the following persons, who have been instrumental in molding my character and have given me encouragement to devote the entirety of my capabilities to the vocation of my choosing whether it be as a Special Agent in the FBI or as a minister, receive autographed copies of "The FBI Story". Your understanding of what this will mean to those who have been so patient and encouraging to me is appreciated.  
Bishop [redacted]; [redacted]; [redacted];  
Mr. and Mrs. [redacted]; and [redacted].

b6  
b7C

Wishing for you the very best of health, continuing success through the New Year, and a belated Happy Birthday, I am

Sincerely yours,

[redacted]

b6  
b7C

[redacted]

Federal Bureau of Investigation  
Portland 7, Oregon

January 10, 1958

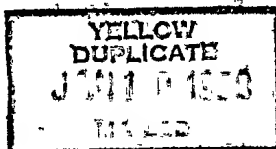
Mrs. [REDACTED]  
[REDACTED]  
[REDACTED] Virginiab6  
b7C

Dear Mrs. [REDACTED]:

I want you to know how much it meant to me to receive the thoughtful note you forwarded on January 5. I am very glad that we could be of service to your son and you, and you may be assured that Special Agents [REDACTED] and Milton A. Jones considered it a pleasure to be of help.

b6  
b7C

Sincerely yours,

b6  
b7C

- cc - SA Milton A. Jones, Room 4236, with copy of incoming.  
cc - SA [REDACTED] Room 4231, with copy of incoming.  
(cc) - Personnel file of SA Milton A. Jones, with copy of incoming.  
cc - Personnel file of SA [REDACTED] with copy of incoming.

b6  
b7C

NOTE: SA Milton A. Jones EOD 2/6/39, Section Chief, <sup>Crime</sup>Records Section, Records and Communications Division in GS-15, SA [REDACTED] EOD 5/14/51, assigned Records and Communications Division in GS-13. Mrs. [REDACTED] called the Bureau and talked to SA Jones who answered her HPL:lmk questions for her and sent material to her home. Thereafter, [REDACTED] came to Bureau Headquarters and talked to [REDACTED]

b6  
b7C

67-100

(7)

1 JAN 13

SA [REDACTED]

Mr. Tolson	✓
Mr. Boardman	
Mr. Belmont	
Mr. Mohr	✓
Mr. Nease	
Mr. Parsons	
Mr. Rosen	
Mr. Tamm	
Mr. Trotter	
Mr. Clayton	
Tele. Room	
Mr. Holloman	✓
Miss Gandy	

[Redacted]  
[Redacted]  
[Redacted] Virginia

b6  
b7C

January 5, 1958

Federal Bureau of Investigation  
Washington, D. C.

Gentlemen:

I wish to commend the courtesy and consideration which were shown to my son when he requested information and a personal interview with an agent for a school report on a possible vocation. Though I know such requests are an imposition on a heavy work day, no one could have suspected it from the careful and kind attention, and personal interest we received from everyone in the organization, and particularly Mr. [Redacted] and Mr. Jones. On behalf of my son [Redacted] and myself, please accept our sincere appreciation.

b6  
b7C

Very truly yours,

/s/ [Redacted]

b6  
b7C

COPY:hbb

*This shows the value  
of showing attention &  
courtesy  
LC*

PERS. File

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

b6  
b7c

## REPORT OF PERFORMANCE RATING

2-06-39

*Handwritten signature and initials*

Name of Employee: MILTON A. JONES

Where Assigned: Records & Communications Crime Records  
(Division) (Section, Unit)

Official Position Title: Chief, Crime Records SectionRating Period: from 4/1/57 to 3/31/58

ADJECTIVE RATING: Satisfactory  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*Handwritten initials: M. B. J.*

Rated by: E. A. Dease Inspector 3-29-58  
Signature in Charge Title Date

Reviewed by: S. G. Dease Assistant Director APR 9 1958  
Signature Title Date

Rating Approved by: [Signature] Assistant Director APR 9 1958  
Signature Title Date

## TYPE OF REPORT

(X) Official  
(X) Annual

RECORDED - 157

67-109106-308	
Administrative	
Searched	
( ) 60-Day	
( ) Transfer	23
( ) Separation from Service	
( ) Special	APR 9 1958
FEDERAL BUREAU OF INVESTIGATION	

41  
9 APR 15 1958

*Handwritten signature*

## NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

7-4-54

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee

**MILTON A. JONES**

Title

**Chief, Crime Records**Rating Period: from **4/1/57** to **3/31/58**

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- ☒ Outstanding (exceeding excellent and deserving of special commendation);  
☒ Excellent.  
☒ Satisfactory (good or very good).  
☒ Unsatisfactory.  
☐ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <p> <input checked="" type="checkbox"/> (1) Personal appearance.<br/> <input checked="" type="checkbox"/> (2) Personality and effectiveness of his personal contacts.<br/> <input checked="" type="checkbox"/> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/> <input checked="" type="checkbox"/> (4) Physical fitness (including health, energy, stamina).<br/> <input checked="" type="checkbox"/> (5) Resourcefulness and ingenuity.<br/> <input checked="" type="checkbox"/> (6) Forcefulness and aggressiveness as required.<br/> <input checked="" type="checkbox"/> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.<br/> <input checked="" type="checkbox"/> (8) Initiative and the taking of appropriate action on own responsibility.<br/> <input checked="" type="checkbox"/> (9) Planning ability and its application to the work.<br/> <input checked="" type="checkbox"/> (10) Accuracy and attention to pertinent detail.<br/> <input checked="" type="checkbox"/> (11) Industry, including energetic, consistent application to duties.<br/> <input checked="" type="checkbox"/> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/> <input checked="" type="checkbox"/> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know-how" of application.<br/> <input type="checkbox"/> (14) Technical or mechanical skills.<br/> <input type="checkbox"/> (15) Investigative ability and results:<br/>           <input type="checkbox"/> (a) Internal security cases<br/>           <input type="checkbox"/> (b) Criminal or general investigative cases<br/>           <input type="checkbox"/> (c) Fugitive cases<br/>           <input type="checkbox"/> (d) Applicant cases<br/>           <input type="checkbox"/> (e) Accounting cases<br/> <input type="checkbox"/> (16) Physical surveillance ability.       </p> | <p> <input checked="" type="checkbox"/> (17) Firearms ability.<br/> <input type="checkbox"/> (18) Development of informants and sources of information.<br/> <input checked="" type="checkbox"/> (19) Reporting ability:<br/>           <input type="checkbox"/> (a) Investigative reports<br/>           <input checked="" type="checkbox"/> (b) Summary reports<br/>           <input checked="" type="checkbox"/> (c) Memos, letters, wires<br/>           (Consider: <input type="checkbox"/> conciseness; <input type="checkbox"/> clarity; <input type="checkbox"/> organization; <input type="checkbox"/> thoroughness; <input type="checkbox"/> accuracy; <input type="checkbox"/> adequacy and pertinency of leads; <input type="checkbox"/> administrative detail.)<br/> <input type="checkbox"/> (20) Performance as a witness.<br/> <input checked="" type="checkbox"/> (21) Executive ability:<br/>           <input checked="" type="checkbox"/> (a) Leadership<br/>           <input checked="" type="checkbox"/> (b) Ability to handle personnel<br/>           <input checked="" type="checkbox"/> (c) Planning<br/>           <input checked="" type="checkbox"/> (d) Making decisions<br/>           <input checked="" type="checkbox"/> (e) Assignment of work<br/>           <input checked="" type="checkbox"/> (f) Training subordinates<br/>           <input checked="" type="checkbox"/> (g) Devising procedures<br/>           <input checked="" type="checkbox"/> (h) Emotional stability<br/>           <input checked="" type="checkbox"/> (i) Promoting high morale<br/>           <input checked="" type="checkbox"/> (j) Getting results<br/> <input type="checkbox"/> (22) Ability on raids and dangerous assignments:<br/>           <input type="checkbox"/> (a) As leader<br/>           <input type="checkbox"/> (b) As participant<br/> <input checked="" type="checkbox"/> (23) Organizational interest, such as making of suggestions for improvement.<br/> <input checked="" type="checkbox"/> (24) Ability to work under pressure.<br/> <input type="checkbox"/> (25) Miscellaneous. Specify and rate:<br/>           <input checked="" type="checkbox"/> Dictation ability _____<br/>           _____<br/>           _____       </p> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

**CHIEF, CRIME RECORDS SECTION**

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

**RESEARCH, etc.**

- C. (1) Is employee available for general assignment wherever needs of service require? **yes** (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? **yes** (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? **NO** 2. Has employee used more sick leave during rating period than earned during such period? **NO** (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

**SATISFACTORY**

EMPLOYEE'S INITIALS

**M. A. J.**

Outstanding, Excellent, Satisfactory, Unsatisfactory

MILTON A. JONES  
EOD 2-6-39  
GS-15, \$12,420  
Chief, Crime Records Section

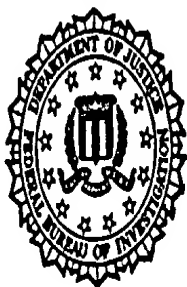
Mr. Jones makes a very satisfactory personal appearance and I consider him to be above average in intelligence. There is no question about his industry, conscientiousness or loyalty. The nature of his work is such that he must perform under considerable pressure at all times and he has, in all instances, met the challenge. Likewise, the nature of the work of the section of which he is section chief is such as to make him and those under his supervision more vulnerable to error and possible criticism than the average supervisor, but in all instances his attitude has been excellent and he has always extended his full cooperation. He has been told to tighten up on the administration of his section in order to reduce the number of errors and improve the quality of the correspondence emanating therefrom.)

In November, 1956, Mr. Jones was placed on probation and was considered for removal from probation in April of 1957, but was continued thereon due to a letter of censure which he received on March 27, 1957, for failure to detect nonsubstantive errors in correspondence approved by him. He was subsequently removed from probation on June 5, 1957. In addition to the above-mentioned letter of censure, he received three letters of censure during the rating period: one for failure to detect nonsubstantive errors in correspondence and for approving inaccurate memoranda relating to National Academy matters. On the other hand, he was commended in November, 1957, for the excellent work performed by his section in preparation of a manuscript on communism and again on December 23, 1957, for the excellent work performed by his section in connection with the Wide Wide World television program.

I consider Mr. Jones' over-all performance during the rating period to have been very good.

Rating: Satisfactory.

*M.A.J.*



## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA MILTON A. JONES  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name <u>Fannie M. Jones</u>	Relationship <u>Wife</u>	Date <u>3/8/58</u>
Address <u>Rt 4, Box 438 Annandale, Va</u>		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name <u>Fannie M. Jones</u>	Relationship <u>Wife</u>	Date <u>3/8/58</u>
Address <u>Rt 4, Box 438 Annandale Va</u>		

Very truly yours,

MAR 11 1958

Milton A Jones  
Special Agent

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: February 19, 1958

FROM : G. A. Nease

SUBJECT: MILTON A. JONES  
SPECIAL AGENT  
CRIME RECORDS SECTIONATTITUDE

The purpose of this memorandum is to report that the captioned employee reported for work on 2-18-58, notwithstanding the extremely hazardous travel conditions. In accordance with the Director's instructions this is to be made a matter of record in the employee's personnel file and considered as a COMMENDATION.

On Saturday, 2-15-58, the Washington, D. C., area was blanketed by fourteen inches of snow as a result of a storm which the Weather Bureau termed the worst that has struck this area in twenty-two years. Thereafter, high winds and near zero temperatures set in for several days making travel conditions extremely hazardous.

On Monday, 2-17-58, in recognition of the hardships and hazards that Federal Government employees would face in coming to work, a White House announcement was made encouraging such employees to stay home and take a day of annual leave. During the late afternoon of 2-17-58, a further official announcement emanated from the White House instructing that all Government employees who were not considered essential would be excused from work on 2-18-58 on Administrative Leave.

The captioned employee considered his work and his services to the FBI so essential that in spite of the foregoing announcement he took it upon himself to come to work and perform his regularly assigned duties. This is considered a highly exemplary attitude on the part of this employee and his actions in this instance certainly demonstrate his devotion to duty and the fact that he places his employment with the FBI above his personal convenience.

RECOMMENDATION:

That this memorandum be placed in the employee's personnel file.

me ✓

46

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease

DATE: March 27, 1958

FROM : M. A. Jones

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Clayton \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

SUBJECT:

b6  
b7C

Mr. [REDACTED] The Pentagon, called this morning and stated that they had a practice of placing on various bulletin boards in the Pentagon pictures of various Government officials whose work is recognized in the form of various awards. He specifically mentioned the award the Director recently received from the President and stated that he would like to have six 8 by 10 slick finished copies of the Director's official photograph to use in this connection. Mr. [REDACTED] was advised that the matter would be checked and that, if at all possible, the photographs would be furnished.

b6  
b7CRECOMMENDATION:b6  
b7C

That the attached photographs be sent [REDACTED] without cover letter.

Enclosures (6)

MAJ:mcq  
(2)

*Memo Jones to Nease  
 3-28-58 M.A.J.  
 Damaged photo  
 replaced and  
 6 sent to [REDACTED]  
 3/28/58 [REDACTED]  
 9 APR 8 1958*

RECORDED - 103

b6  
b7C

*✓ Jm  
 OK sent one photograph  
 included is certainly  
 not to be sent by -  
 cause of defect. Does  
 not anyone check  
 these things?*

67-109106-309

Searched \_\_\_\_\_  
 Indexed \_\_\_\_\_  
 63

U.S. MAR 28 1958

FEDERAL BUREAU OF INVESTIGATION

BW

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease

DATE: March 28, 1958

FROM : M. A. Jones

SUBJECT: DIRECTOR'S INQUIRY CONCERNING  
DEFECT IN PHOTOGRAPH

Tolson	
Boardman	
Belmont	
Mohr	
Nease	
Parsons	
Rosen	
Tamm	
Trotter	
Clayton	
Tele. Room	
Holloman	
Gandy	

By memorandum of March 27, 1958, I sent up six glossy photographs of the Director to be transmitted to Mr. [REDACTED] The Pentagon, for use on various bulletin boards in the Pentagon.

The Director approved the sending of the photographs with the notation, "O.K. H.," but added "...but one photograph included is certainly not to be sent because of defect. Doesn't anyone check these things? H." The Director, of course, is correct since one of these photographs contains a large white spot making it unsuitable.

Concerning the Director's inquiry, we check these things very closely to avoid such incidents but obviously this is one that got by us. I prepared the memorandum transmitting the photographs. I regret the incident and every effort will be made to prevent a recurrence.

Mr. Renneberger of the Administrative Division has been advised of this matter so that it may be determined what caused the defect, and his Division will submit an appropriate memorandum.

memo submitted  
3/31/58

RECOMMENDATION:

That I be censured.

cc - Mr. Mohr

MAJ:cag:grs  
(3)

I certainly agree

RECORDED

67-109106-310	
Searched	
Numbered	41
8 APR 4 1958	
FEDERAL BUREAU OF INVESTIGATION	

Ltr 7 censure to  
M A Jones  
4-2-58  
TJW:dlmb:jdm  
(38)

APR 10 1958

THREE

JTC

April 2, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

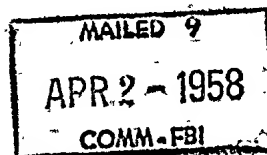
Dear Mr. Jones:

On March 27, 1958, you approved for transmittal to Mr. [ ] certain material and you did not discover a very obvious deficiency in this material. It is apparent that in this instance you did not exercise sufficient care and alertness.

b6  
b7C

You will be expected in the future to carry out your official duties with a higher degree of thoroughness and efficiency so that there will be no further reason to criticize you in this manner.

Very truly yours,



J. Edgar Hoover

John Edgar Hoover  
Director

- 1 - Mr. Nease (Personal Attention)
- 1 - Records and Communications Division Personnel File

TJN:dmb:jdm (5)

Based on memo M. A. Jones to Nease 3/28/58 MAJ:cag:grs.

MAIL ROOM

APR 2 9 23 AM '58

FBI

My-laser

May 7, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

You reviewed and approved certain correspondence prepared under date of April 29, 1958, and there was a failure on your part to recognize the inadequacy of these letters. It is obvious that this matter received only cursory supervisory attention on your part and you must understand that such indifference to your responsibilities will not be tolerated.

You will be expected to take firm steps to assure that in the future matters such as this are handled more effectively by your subordinates and it will be necessary for you to carry out your supervisory responsibilities with greater care and alertness so that similar weaknesses will not occur.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

1 - Mr. Nease (Personal Attention)

1 - Records and Communications Division Personnel File

Based on memo Mr. Nease to Mr. Tolson 5-2-58 GAN:hpf.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Clayton \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐

MAILED 2  
MAY 8 1958  
COMM - FBI

REC'D - MR. TOLSON  
FBI  
MAY 7 2 00 PM '58

RECORDED  
109 106-312  
MAY 9 1958  
Personnel File

4/13/58  
ALE/ps

Handwritten signature

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5/2/58

FROM : G. A. Nease

SUBJECT: [REDACTED]

EOD CLERK 8/30/48; EOD SPECIAL AGENT 6/28/54  
 GS-11, \$6,605, ASSIGNED CRIME RECORDS SECTION  
 RECORDS AND COMMUNICATIONS DIVISION

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Clayton \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

The above-named supervisor is the one responsible for preparing the original letters to Mr. [REDACTED] of the United States, and to the recipients of the Great Living Americans plaque last Monday. I have gone over the inadequacy of these letters with Mr. [REDACTED] in great detail. I told him that the letters were, to say the least, cold, perfunctory and generally inadequate to the extent that he did not properly identify the award in the letters.

[REDACTED] has pointed out to me that he realizes that he should have made an effort to check on the morning of the 29th to secure more details as to the events of the previous evening in order that he could have prepared a more cordial, personal letter to the individuals in question. He stated that he had prepared the letters the previous evening in order that they would be available for transmittal early on April 29. I told him even without the knowledge of what transpired the evening before, the files should have reflected that the Director was personally acquainted or had met at least two of the individuals in question on previous occasion and this in itself should have been a flag to prepare the letters in a cordial vein.

There is no question that Mr. [REDACTED] realizes his deficiency in this regard and I feel confident he will make every effort to prevent a recurrence of this type of work.

Concerning his work record, Mr. [REDACTED] has been assigned to the Crime Records Section only since February 26, 1958, although he was assigned to this section in a clerical capacity prior to becoming an agent. His Bureau record has been above average and I feel that he has the necessary requisites to develop into an above average employee of the Crime Records Section. Up

GAN:hpf

(3)

Enclosures

1 - Mr. Mohr

Ltr of memo to  
 Mr. Mohr  
 re: [REDACTED]  
 [REDACTED]  
 [REDACTED]

3/29/58

b6  
b7C

Memo to Mr. Tolson

until this occurrence his work has been above average and he has received no letters of censure or other disciplinary action since being assigned to this division.

I have likewise very forcefully taken up the inadequacy of this correspondence, as well as other types of correspondence, with Mr. Milton Jones who initialled the letters in question <sup>AND HIS</sup> as the immediate responsibility of the Crime Records Section and with Mr. Robert Wick in my office who initialled the letters for me. Likewise, Mr. Wick has had vigorously impressed upon him the need for calling this type of mail to my attention for my personal perusal prior to transmittal to your office. Attached is a memorandum from Mr. [redacted] concerning his preparation of these letters.

b6  
b7C

RECOMMENDATION:

1. That Messrs. [redacted], Jones and Wick be given a letter of censure for the inadequacy of the preparation and review of this correspondence.

yes  
5/2

2. That I be given a letter of censure since I have the over-all responsibility for the division and because I did not have Mr. Wick properly indoctrinated to call this type of correspondence to my attention.

yes  
2/ [signature]

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease, *Nease*b6  
b7C

DATE: May 2, 1958

FROM :

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

SUBJECT: LETTERS PREPARED IN CONNECTION  
 WITH CHAMBER OF COMMERCE OF THE  
 U. S. LEADERSHIP RECOGNITION DINNER

On 4/28/58, I was given the assignment of preparing seven \*  
 letters to the individuals who were corecipients with the Director of "Great  
 Living Americans" awards at the Leadership Recognition Dinner of the  
 Chamber of Commerce of the United States on the evening of April 28, 1958,  
 and to Mr.

b6  
b7C

These letters were dated 4/29/58 but were prepared on the  
 evening of 4/28/58 so that they could be ready for review by Bureau officials  
 and mailed early on 4/29. These letters were rewritten by Mr. Tolson's  
 office.

Upon reviewing the letters prepared by Mr. Tolson's office  
 and comparing them with my own, I realize that I should have waited until  
 the morning of 4/29/58 to prepare my letters and ascertain the individuals  
 who personally chatted with the Director so that I could have injected into  
 my letters more warmth and made them more personal.

I realize that I handled this assignment inadequately and will make  
 every effort to insure against a reoccurrence. My letters and those prepared  
 by Mr. Tolson's office are attached.

Enclosures

\* Two of the letters were killed since two persons were not present at the dinner.

LH:cag

(5) *JS*

ENCLOSURE 67-433 418-141

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: May 12, 1958

FROM : G. A. NEASE

SUBJECT: MILTON A. JONES  
Chief, Crime Records Section

Tolson	
Boardman	
Belmont	
Mohr	
Nease	
Parsons	
Rosen	
Tamm	
Trotter	
Clayton	
Tele. Room	
Holloman	
Gandy	

As you know, Mr. Jones' section handles a large volume of signature mail. As chief of the section, Mr. Jones participates in the review of the mail along with his other duties. Since January 8, 1958, he has had scored against him eleven errors of a non-substantive nature.

It is, therefore, recommended that Mr. Jones receive a letter of censure.

GAN:FML  
(4)

1--Mr. Mohr

*St of censure 5-14-58  
Ign: jmd.*

RECORDED *41*

67-109106-313	
Searched	
Numbered	<i>41</i>
5 MAY 15 1958	
FEDERAL BUREAU OF INVESTIGATION	

*h*

*100-100*

*3/10/58*

May 14, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

There were a number of nonsubstantive errors in official correspondence reviewed and approved by you since January 8, 1958, and you were at fault in failing to discover the mistakes and have them corrected.

As you know, errors of this type must be eliminated and you will be expected in the future to give closer attention to the review of Bureau mail so that there will be no similar reason to criticize you.

TJN:pmd (5) *pmd*

Very truly yours

Numbered 41

RECORDED 41

John Edgar Hoover

MAY 15 1958

John Edgar Hoover

Director

REC'D-READING ROOM  
B I

MAY 14 1 53 PM '58

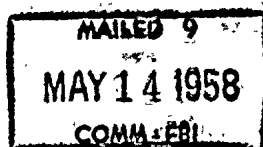
1 - Mr. Nease (Personal Attention)

1 - Records and Communications Division Personnel File

Based on memo Mr. Nease to Mr. Tolson 5-12-58 GAN:iml.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Clayton \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐



RECEIVED

HE-1034

May 27, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

There was an unwarranted delay in the acknowledgment of a letter dated April 22, 1958, from a former Bureau employee now in the military service and improper handling in the Crime Records Section was largely responsible for the failure to promptly answer this correspondence. Had the incoming letter been carefully examined upon its receipt in your section on April 28, 1958, the fact that it had not yet been acknowledged should have been discovered and appropriate action to accomplish this immediately taken.

Consequently, you will be expected to take appropriate measures to insure that in the future such failures on the part of employees in your section are avoided.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

JIC:pmd  
(5)

RECORDED

MAILED 4

MAY 27 1958

COMM-FBI

MAY 27 9 04 AM '58  
REC'D-READING ROOM  
FBI

1 - Mr. Nease (Personal Attention)

1 - Records and Communications Division Personnel File

Based on Edwards to Mohr memo 5-21-58. HLE:mah.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Clayton \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 5-21-58

FROM : H. L. Edwards *HL*b6  
b7C

SUBJECT:

Former Identification Division Clerk  
 EOD 11-22-54 - GS 4  
 Resigned for Military Service 10-11-57  
 DELAYED ACKNOWLEDGEMENT OF LETTER

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Clayton \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

b6  
b7C*M. A. Jones*

The Director instructed on 5-19-58 that responsibility be fixed for delay in acknowledging letter from former Clerk [redacted] which advised the Bureau of his change of address in the military service. The background facts are that [redacted] letter was dated in Korea April 22, 1958, received in the Bureau April 28, 1958, was misrouted by the Administrative Division on 4-28-58 to Mr. M. A. Jones' office, Crime Records Section, for posting the "Investigator" mailing list address change, whereas it should have first been routed to the Leave Unit of the Administrative Division for acknowledgement by them. Although the misrouted letter was received in Crime Records Section on the same date (4-28-58) it was not sufficiently screened by the front office secretary to detect the fact that it had not been processed in the Leave Unit. The secretary assumed it involved nothing more than an "Investigator" address change posting and inasmuch as the postings had already been completed for the address changes needed for the May issue of the "Investigator" and the next list which would not be needed until the latter part of May for the June "Investigator" and further, because the "Investigator" Address Posting Desk was temporarily vacant by reason of reassignment of the Posting Clerk to other duties in the Crime Records Section, the secretary placed this letter in a folder for deferred handling. The letter was not again handled until 5-15-58 when the clerical replacement had arrived and was being trained by the secretary. The secretary then observed that the letter had not been processed in the Leave Unit or initialed for file by the Administrative Division. This prompted her to immediately call it to the attention of the Leave Unit which resulted in acknowledgement of the letter Friday, 5-16-58 under date of Monday, 5-19-58.

b6  
b7C

RECORDED

67-109106-316

8 MAY 25 1958

Individual responsibility is being fixed on this memorandum and appropriate recommendations for disciplinary action made.

1. [redacted] GS 2, Mail Clerk, Administrative Division. Mr. [redacted] entered on duty 1-27-58 for duties consisting of messenger and mail sorter in the Administrative Division Mail Room. He has just been assigned to regular sorting

HLE:MAH (4)  
 1 - Mr. Nease  
 Enclosures

4 JUN 5 1958

*Pls recommend to Jones*  
*5/27/58 J.C. Mel.*

b6  
b7C

*6 auto copy*  
*6-4-58*

of types of mail such as the instant piece since 4-24-58 when the previous mail clerk departed on transfer to another division. Mr. [ ] states he fully knew where to route the [ ] letter but misrouted it to Mr. Mohr's front office rather than to the Leave Unit; therefore, his error is one of oversight or carelessness rather than any weakness in the system or lack of knowledge. His attitude is excellent in assuming responsibility for his error in a forthright manner and he stated that he has strived to achieve a standard of perfection in his work but certainly slipped up in this instance. He is very serious minded and realizes the extra work and possible embarrassment which could result from delayed handling caused by misrouting mail. Although [ ] error of misrouting could have still been detected by Crime Records Section in time to prevent any delayed acknowledgement of this letter, nevertheless [ ] error was the first step in the chain of causal circumstances and warrants censure to indelibly impress him with the importance of greater care and attention to his work.

b6  
b7C

2. Miss [ ] Clerk (Stenography), GS 8, Administrative Division, Front Office. Miss [ ] was sorting incoming mail in your front office on 4-28-58 and as such handled the [ ] letter on its receipt there at 12:28 P. M. Miss [ ] stated that she immediately detected the change of address and knew that Mr. Jones' office would have to get this letter for posting the address change in connection with the "Investigator." She promptly attached a routing slip to the letter, checked to Mr. Jones and wrote "M. A. Jones" on the letter for additional insurance on the routing and placed it in the outgoing and the letter was timestamped into Mr. Jones' office at 3:53 P. M., the same date. Miss [ ] neglected to realize that the letter had not yet been processed by the Leave Unit. Although fully aware of the fact that the Leave Unit has such responsibility, Miss [ ] neglected to include the Leave Unit in the routing. In fact, she should have first routed it there and indicated the secondary routing as for M. A. Jones. Miss [ ] advances no excuses for her oversight and will endeavor to be doubly cautious in the future. In her favor it should be noted that she did not "sit on" the mail but promptly sent it on its way. Her main error was one of haste which prevented her from making a more complete and proper routing. Since her oversight was likewise in the chain of errors, she is being recommended for censure.

b6  
b7C

3. Miss [ ] Secretary (Stenography) GS 6, Secretary to M. A. Jones, Chief of Crime Records Section. Miss [ ] is responsible for screening the front office mail in Mr. Jones' section and supervises the various mailing lists maintained by the Bureau of which the "Investigator" list is one. She states that she received the [ ] letter bearing Miss [ ] routing slip checked to M. A. Jones. She assumed it involved only a posting of address change for the "Investigator" and placed the letter with the routing slip attached in the folder of similar letters for later posting. She was unable to again get to this letter until 5-15-58 when on examination she noted it had not been acted upon in the Leave unit or initialed for file by the Administrative Division. This prompted her to immediately route the letter to the

Leave Unit where acknowledgement of the letter was prepared. Miss [ ] admits that closer screening of the mail on its initial receipt in the section would have prevented placing a piece of action mail in a deferred folder. She states she normally screens the mail closely enough to detect misroutings because she has in the past detected other misrouted mail. Her only excuse for overlooking this is the fact that the front office was short one clerical employee and was inordinately busy with a number of top priority matters including three Top Ten fugitive apprehensions, the [ ] incident, correspondence concerning the Director's anniversary, and a generally heavy load of mail. During the period she worked an abnormal amount of overtime. Despite the extenuating circumstances in Miss [ ] explanation, the fact remains that if she had more thoroughly screened the [ ] letter on its initial receipt in the section 4-28-58 she would have been able to return it to the Administrative Division the same day for processing in the Leave Unit thus averting the delay. For this she should be censured.

b6  
b7C

4. Mr. M. A. Jones, Chief, Crime Records Section, GS 15. Mr. Jones has over-all responsibility for all operations of the Crime Records Section. He permitted a condition to arise whereby his front office was not properly staffed to handle the pending work load. The Inspector feels he was at fault in this regard and should be censured.

Status of the "Investigator" Posting Work as of 5-20-58. When the Inspector checked this matter on 5-20-58 there were only eight items to be posted as "Investigator" mailing list address changes (normally they receive 25 to 30 per month). The oldest was dated 5-14-58. Mr. Jones arranged to have all of these processed by close of business 5-20-58 thus having this work completely current. He will insure that this work is maintained in current condition in the future and both he and Miss [ ] will make certain all incoming mail is initially given adequate screening to insure against overlooking in the future any mail requiring other immediate action.

b6  
b7C

PERMANENT BRIEFS OF THE FILES OF [ ]  
[ ] AND MILTON A. JONES ARE  
ATTACHED.

b6  
b7C

b6  
b7C

RECOMMENDATION:

That the following be censured by letter for their share of blame in the delayed acknowledgement of the [ ] letter as outlined herein:

1. [ ]

b6  
b7C

2. [ ]

3. [ ]

4. Special Agent Supervisor Milton A. Jones

*gml  
5/22*

*Jones  
5/21  
5/23*

✓

*H. Edwards*

*Jones  
5/22*

*Yes*

July 31, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

There was an inexcusable failure on the part of the Crime Records Section to promptly prepare certain letters relating to recent newspaper articles concerning the FBI. It was your responsibility as Section Chief to have insured the proper handling of these matters and you did not do so.

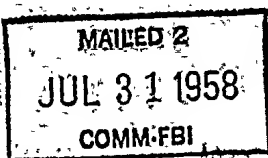
Accordingly, you should take immediate action to insure that proper communications are promptly prepared in such situations in the future and that there are no further such failures on the part of you and your subordinates.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

JUL 31 11 36 AM '58  
REC'D-READING ROOM  
F B I



JIC:pmd/pmd  
(5)

- 1 - Mr. Nease (Personal Attention)  
1 - Records and Communications Division Personnel File

Based on memo Mr. Nease to Mr. Tolson 7-29-58 GAN:sak.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

JUL 31 1958  
F B I

115-10548

August 22, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

Attention has been directed to the inadequate functioning on August 18, 1958, of you and your subordinates in the Crime Records Section. There was a delay in preparing certain urgent correspondence and you share in the responsibility for this undesirable situation, particularly since you were aware of the need to afford this matter prompt handling.

You will be expected to take immediate steps to assure that in the future urgent matters receive more prompt and effective handling so that there will be no similar reason to criticize you.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

- 1 - Mr. Nease (Personal Attention)  
1 - Records and Communications Division Personnel File

Based on memo Jones to Nease 8-19-58 MAJ:mcq.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

1. Agency and organizational designations <b>F.B.I., U.S. Dept. of Justice</b>		2. Pay roll <b>D</b>	3. Block No.	4. Slip No.
5. Employee's name (and social security account number when appropriate) <b>13668 MR. HILTON A. JONES Supv. SA</b>		6. Grade and salary <b>GS 15 <del>XXXXXX</del> \$13,970</b>		

**PAY ROLL CHANGE DATA**

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks: <b>41 OCT 8 1958</b>	11. Appropriation(s) <b>C</b>	12. Prepared by
		13. Audited by

☒ Periodic step-increase    ☐ Pay adjustment    ☐ Other step-increase

14. Effective date <b>7-13-58</b>	15. Date last equivalent increase <b>1-13-57</b>	16. Old salary rate <b>\$13,670</b> <del>XXXXXX</del>	17. New salary rate <b>\$13,970</b> <del>XXXXXX</del>	18. Performance rating is satisfactory or better. <b>E. J. Jones</b> (Signature or other authentication)
--------------------------------------	---	--	--	--

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):  
Period(s):  
☒ No excess LWOP. Total excess LWOP **INCORPORATED**

(Check applicable box in case of excess LWOP)  
☐ In pay status at end of waiting period.  
☐ In LWOP status at end of waiting period. **MA/KLV** Initials of Clerk

STANDARD FORM NO. 7126d Revised  
Form prescribed by Comp. Gen., U. S.  
Nov. 8, 1950, General Regulations No. 102  
**JUL 15 1958**  
**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

7-15-58

I certify that I have received the following Government property for official use:  
returned

FBI Identification Card #S-13668 ✓✓

FILE  
3-M

PER

3-M

READ

Very truly yours,

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

(Written  
Signature)

Milton A. Jones

(Typed  
Signature)

Milton A. Jones

Crime Rec.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease *jr*

DATE: July 15, 1958

FROM : M.A. Jones *M.A. Jones*

SUBJECT: ERROR

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Clayton	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

b6  
b7C

Today a letter was returned to Crime Records for correction. It was addressed to Detective [redacted] Mount Vernon, New York, and dated July 14, 1958. The original of the outgoing letter contained the word "Chaper" instead of Chapter. This letter was dictated by SA [redacted] The original only had been retyped by Miss [redacted] It was reviewed for the Section by me.

The letter had originally been transcribed correctly as evidenced by the yellow. It has been impressed upon all those involved that we must read the originals of letters very carefully in order to avoid such errors as this in the future.

b6  
b7CRECOMMENDATIONS:

(1) That Miss [redacted] be charged with a stenographer error.

b6  
b7C

(2) That SA [redacted] be censured.

(3) That I be charged with a reviewing error.

MAJ:cag  
(5)

RECORDED

433 418-148  
822

3/11C

*Letter of c. - to Mr. Hoge*  
*JIC: pak*  
*7/14/58*

Mr. A. Jones

August 4, 1958

G. A. Nease

I previously called to your attention the delay in handling certain correspondence to Mr. [redacted] Ohio. Specifically, a letter dated June 30, 1958, was received from Mr. [redacted] on July 3. He indicated he was planning to write a television play regarding John Dillinger. An in-absence reply was sent to Mr. [redacted] under date of July 7 and the SAC at Cleveland was instructed to make a discreet inquiry concerning [redacted] Cleveland replied under date of July 25 which was received in your Section on July 28. In other words, a period of three weeks lapsed between the time we requested the information and received it from Cleveland. Apparently there was no follow-up.

b6  
b7C

Mr. Tolson noted that this matter was unduly delayed; that we should have requested the field for information by Airtel and a reply in the same manner. You have indicated that this error was the responsibility of Supervisor [redacted] and you have also indicated that it has been called to his attention and that you were taking the matter up at your next conference.

b6  
b7C

The point here is that there apparently is no proper follow-up system in the Correspondence Unit. Otherwise this matter would not have been permitted to drag for a period of three weeks. In addition to Mr. [redacted] responsibility in the matter, you and Mr. [redacted] who is acting as [redacted] of the [redacted] likewise have a responsibility to see that these matters do not occur, and that a proper follow-up system, if not in existence, is immediately established so as not to permit any recurrence in such errors.

b6  
b7C

- 1 - Personnel File of Mr. M. A. Jones
- 1 - Personnel File of SA [redacted]
- 1 - Personnel File of SA [redacted]

b6  
b7C

GAN:sak  
(5)

40

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: July 29, 1958

FROM : G. A. Nease

SUBJECT:

NORTH AMERICAN NEWSPAPER ALLIANCE

FEATURE ARTICLE FOR NANA  
REGARDING DIRECTOR'S CAREER;  
50TH ANNIVERSARY STORY OF BUREAU  
FOR [REDACTED]

b6  
b7C

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

You inquired this morning why letters have not previously been sent expressing appreciation for the ~~attached~~ articles. With regard to the NANA story which appeared in the "Sunday Star" magazine on July 27, 1958, it will be recalled we originally sent this item to [REDACTED] of NANA and he used it verbatim. This article, was, undoubtedly, bought by numerous papers throughout the country including the "Sunday Star." The [REDACTED] article, [REDACTED] being a representative of the "Chicago Daily News," deals with the 50th Anniversary of the Bureau and was based upon information of the type we generally make available to the public which was furnished to [REDACTED] as requested.

b6  
b7C

*M. A. Jones*  
It is the responsibility of the Crime Records Section of the Records and Communications Division to see that such items are clipped and to see that the proper acknowledgments are made. Mr. Jones states that since the NANA story would appear in numerous papers throughout the country he did not feel that a letter to the "Star" was necessary. As to the [REDACTED] article, he stated that it was clipped and sent to my office and the Director's Office but that it did not cross his desk and that he has taken steps to see that this situation is corrected.

*Mr. Jones and his people read the papers?*  
I have impressed upon Mr. Jones that both of these articles should have been acknowledged and that very positive steps must be taken to see to it that any future articles are promptly acknowledged.

Attached is a letter to [REDACTED] of the Star. The letter to [REDACTED] has previously been sent through. [REDACTED]

RECORDED - 140

50942-309

AUG 7 1958

RECOMMENDATION:b6  
b7C

That both Mr. Jones and I be censured for this dereliction.

*Ltr. of Censure  
to Jones + Nease  
7/31/58 JLC*

*I agree. It should be necessary for me to issue instructions on such matters*

Enclosure

GAN:sal

(3)

*I certainly agree*

*3/110*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: May 9, 1958

FROM : MR. Q. TAMM

SUBJECT: REORGANIZATION OF CRIME RECORDS SECTION

Memorandum 5/5/58 Mr. M. A. Jones, Section Chief, Crime Records Section (CRS), to Mr. G. A. Nease proposed reorganization of CRS in order to free Section Chief of many duties now performed, allow Section Chief more time for planning and policy matters, and to allow more time for initial preparation of mail and insurance of more thorough review of outgoing correspondence to achieve greater accuracy. Proposal would relieve Special Agent (SA) E. C. Kemper, #1 Man, of his Unit Chief responsibilities in Special Project Unit (designate SA [redacted] as Unit Chief replacement); create position of #2 Man (designate Harold P. Leinbaugh for this position and replace him as Unit Chief, Correspondence Unit, by SA [redacted]; add 1 Special Agent supervisor to CRS.

Survey reflects daily average outgoing mail originating CRS, 176 pieces, 1957, 180 pieces; January through April, 1958, 238.6 pieces. Project type work during past year included responsibility for 4 television programs; research documentation for "Masters of Deceit"; 444 summary memoranda; 137 statements dealing with crime, juvenile delinquency and citizenship; 124 articles for police journals and other publications; 153 speaking engagements; 758 special tours. Anticipated project type work in addition to continuation of foregoing includes work on preparation of motion picture "The FBI Story"; possibility of Bureau entering television upon completion of motion picture; greater use of publicity media for fugitive identifications. Observations during survey confirm Mr. Jones' statement that volume of mail and other special requests occupy manpower at a maximum. 1958 daily average overtime per Agent in keeping with SOG average. In addition to overtime recorded, Special Agent supervisors engage in practice of taking work home after hours for editing and review to expedite flow of work. This is now estimated by personnel involved to total 40 hours per month for Section Chief Jones, 101 hours per month for the 5 Unit Chiefs. 494 of 495 errors in correspondence recorded in Records and Communications Division, 1/1/57 - 4/30/58, chargeable to CRS. 52 letters of censure addressed to personnel CRS under error program same period.

Section Chief should be relieved of personal handling nonsensitive, routine correspondence. Volume and character of work warrant administrative assistance to provide him more time for section planning and policy matters. SA Kemper's Unit Chief duties prevent his full use as #1 Man. Creation of #2 Man position should increase control of correspondence and attention to training of personnel and sharply reduce errors. Volume and character of work justify additional Agent irrespective of reorganization; proposed reorganization will require one new supervisor to replace SA [redacted]

HBF:wmj

(12)

cc - Mr. Mohr  
Mr. Nease  
Mr. M. A. Jones

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

b6  
b7C

67-80004-783

RECORDED - 139

Surp CRS 1957, 176 pieces

Project type work 1958 load

5/26/58

THREE

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

RECOMMENDATION:

(1) That SA Edward C. ~~X~~ Kemper be relieved of his duties as Chief of the Special Projects Unit so that he can serve as #1 Man handling duties outlined hereinafter.

✓ Done m r

(2) That SA Harold P. ~~X~~ Leinbaugh be relieved as head of the Correspondence Unit and designated as #2 Man with duties as outlined hereinafter.

b6  
b7C

✓ Done m

(3) That SA [ ] be designated head of the Special Projects Unit for a trial period of 60 days and that if his services are satisfactory, appropriate recommendations be then submitted as to his designation as the regular head of the unit.

b6  
b7C

✓ Done; to be for m r

(4) That SA [ ] be designated head of the Correspondence Unit for a trial period of 60 days and that if his services are satisfactory, appropriate recommendations be made as to his designation as regular head of the unit.

✓ Done; to be for m r

(5) That at least one additional supervisor be authorized for the Crime Records Section and that if this recommendation is approved, the Records and Communications Division submit recommendation as to the identity of the new supervisor.

GRC  
5/12

OK

Done  
Francis X  
Kane  
Kemp  
ST  
5/26/58  
m r

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

DETAILS:

By memorandum dated 5/5/58, from Mr. M. A. Jones to Mr. Gordon A. Nease, it was proposed that certain reorganization of the Crime Records Section of the Records and Communications Division be approved. There are five units within this section and it was recommended (1) SA Edward C. Kemper, #1 Man of the section and Chief of the Special Projects Unit, be relieved of his duties as Chief of the Special Projects Unit; (2) that SA Harold P. Leinbaugh, Chief of the Correspondence Unit, be relieved as head of that unit and designated as #2 Man to have over-all supervision of matters relating to correspondence being handled throughout the entire section as distinguished from the Correspondence Unit; (3) it was suggested that SA [ ] be designated Chief of the Special Projects Unit and that SA [ ] be designated Chief of the Correspondence Unit, and (4) it was recommended that an additional supervisor be authorized.

b6  
b7c

Mr. Tolson noted "I think Inspection Division should look into this" and the Director agreed.

OBJECTIVE OF REORGANIZATION:

The over-all objective is to relieve the Section Chief, Milton A. Jones, of as much detail as possible to permit him to give more of his time to matters of urgent and important character; to permit closer review of memoranda and correspondence to reduce error, and to give "elbow room" to the personnel, having in mind the urgent demands made of this section from day to day.

GENERAL ORGANIZATION OF CRIME RECORDS SECTION

Unit One, Correspondence Section, is currently manned by Harold P. Leinbaugh, Unit Chief, and four additional Special Agent supervisors. This unit processes and responds to incoming general correspondence from the public; handles book reviews and some special projects. Stenographer - typist pool is in this unit.

Unit Two, Library Unit, is manned by Bernard M. Suttler, Unit Chief, who supervises the Bureau Library, makes lectures, speeches, conducts Bureau tours, and maintains running memoranda concerning pertinent data in the Bureau's history.

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

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Unit Three, Research Unit, is manned by [redacted], Unit Chief, with six Special Agent supervisors. This unit is responsible for handling inquiries pertaining to the Director's book, "Masters of Deceit"; two Agent supervisors are presently occupied full time in this connection. One Agent supervisor is occupied nearly full time interviewing individuals referred from the Director's Office. The remaining three are fully occupied conducting tours, making speeches, handling special correspondence not handled through the Correspondence Unit, and handling 15 running projects, including the Moss Committee Brief, relations with the National Association of County and Prosecuting Attorneys, American Bar Association, the National Association of Attorneys General, et cetera.

Unit Four, Special Projects Unit, is manned by Edward C. Kemper, Unit Chief, assisted by four Special Agent supervisors. The work of this unit is outlined elsewhere.

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Unit Five, Publications Unit, is manned by Lawrence J. Heim, Unit Chief, assisted by SA [redacted] who, it is proposed, will assume responsibilities of a Unit Chief in the Correspondence Unit. This unit prepares the Law Enforcement Bulletin, The Investigator, and interesting case memoranda. It also maintains records pertaining to the Bureau's speech program, handles reprints from all Bureau material or material furnished by the Bureau. With the proposed removal of SA [redacted] the work of this section will require the appointment of an additional Special Agent supervisor to assume his responsibilities.

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In general, the work of the section is divided as indicated above; however, when assignments of an urgent nature occupy the entire time of a particular unit, new assignments for such occupied unit are given to Agent supervisors best qualified and available to handle elsewhere in the section.

#### WORK LOAD

A. Daily average outgoing mail originating in Crime Records Section for the year 1956, 176 pieces; 1957, 180 pieces. Daily outgoing averages, January through April, 1958, were 199.5, 254.7, 277, and 223 pieces, respectively. Average daily outgoing mail for the month ending 4/30/57, 204 pieces, of which 67 were outgoing letters or wires, 55 were Bureau memoranda, and 82 were correspondence handled by form communication.

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

Average daily outgoing for April, 1958, 223 pieces, of which 87 were outgoing letters or wires, 42 were Bureau memoranda, and 94, correspondence handled by form communication.

No records are maintained as to volume of incoming items.

B. Project Work Load During Past Year

Major items handled in Crime Records Section during the past 12 months included the following:

(1) 4 television programs, including "You Asked For It," "Walt Disney Show," "Wide Wide World," "Home Show"

(2) Radio program, "Monitor"

(3) Major brief on Moss Committee

(4) Approximately 444 summary memoranda

(5) Research documentation, "Masters of Deceit"

(6) 137 statements dealing with crime, juvenile delinquency, and citizenship

(7) 124 articles for police journals, encyclopedias, and other miscellaneous publications

(8) Liaison duties (such as American Legion and press)

(9) 153 speaking engagements

(10) 758 special tours

(11) Preparation for the movie, "The FBI Story."

C. Current Projects:

Examination of present work load in Crime Records Section indicates the following major projects:

(1) Brief on television and motion picture, "Gangster Glorification"

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

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(2) Preparation for motion picture, "The FBI Story"

(3) Name checks on 81 individuals connected with the press.  
[redacted] Inquiry) This check involves a review of some  
5,000 file references by Crime Records Section.

(4) 7 articles for various writers and publications

(5) Heavy work load in the field of fugitive distribution to  
publications, including Top Ten Fugitives replacements

D. Anticipated Project Type Work Load

It is difficult to anticipate the work load of Crime Records. The  
following would indicate known and potential work load of project character:

(1) Work on the motion picture, "The FBI Story"

(2) Possibility of Bureau entering television upon the  
completion of the motion picture

(3) Continued heavy work load in connection with the 10  
Most Wanted and greater use of the public media for fugitive  
identification. Bureau's activities in this field have been  
expanding in view of the past accomplishments

(4) With the present undercurrent of hostility being generated  
against the Bureau by certain groups (i. e. Fund for the  
Republic), it is felt that manpower will be needed in Crime  
Records to vigorously defend our position

Mr. M. A. Jones states that Crime Records under  
its present manpower and organization is only able to keep  
its "head above water." The volume of mail, tours,  
speeches, and special requests are occupying manpower at  
a maximum. Observations and contacts made during this  
survey confirm these statements. Mr. Jones feels we could  
initiate additional projects which would further serve to  
bring the Bureau's accomplishments to the attention of the  
public, such as additional feature articles and new radio and  
television scripts if personnel were available.

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

E. Overtime

Daily overtime average of Agents of this section (computed on monthly basis for the section) has ranged between 2' 5" and 2' 43" since 1/1/57. Averages for months ending 4/30/57, and 4/30/58, were 2' 21" and 2' 25," respectively. (Section Chief M. A. Jones averaged 2' 49" and 2' 39"; Unit Chief Kemper averaged 2' 20" and 2' 10"; Unit Chief Leinbaugh averaged 1' 56" and 2' 35," respectively, during these months.) Section average in 1958 in keeping with Seat of Government average.

In addition to overtime recorded, supervisory personnel have engaged in practice of taking work home after hours for editing and review. This is now estimated by personnel involved to total the following average per month for indicated personnel:

	Jones	-	40 hours per month
	Kemper	-	15 hours per month
b6	Leinbaugh	-	30 hours per month
b7C	<span style="border: 1px solid black; display: inline-block; width: 60px; height: 15px;"></span>	-	20 hours per month
	Heim	-	21 hours per month
	Suttler	-	15 hours per month

Practice also engaged in by other Agent personnel in order to expedite flow of work.

ERRORS - CRIME RECORDS SECTION:

The Crime Records Section has the responsibility of handling important background memoranda and the majority of the Director's correspondence on a short deadline, expedite and urgent basis. Tabulations of outgoing correspondence maintained by the Crime Records Section reflect high daily averages as reflected in data set out above as to the volume and character of work being handled in this section. It can be stated that for all practical purposes all of the errors in

Memorandum for Mr. Tolson.

Re: REORGANIZATION OF CRIME RECORDS SECTION

correspondence recorded in the Records and Communications Division are chargeable to the Crime Records Section as reflected in the following:

**TOTAL ERRORS IN CORRESPONDENCE**

	<u>Total Errors in the Division</u>	<u>Total Errors in Crime Records Section</u>
January, 1957	47	47
February, 1957	35	35
March, 1957	65	65
April, 1957	20	20
May, 1957	38	38
June, 1957	20	20
July, 1957	33	33
August, 1957	38	38
September, 1957	20	20
October, 1957	32	32
November, 1957	18	18
December, 1957	31	31
January, 1958	26	26
February, 1958	10	10
March, 1958	22	22
April, 1958	40	39

It is estimated that a minimum of 95% of all outgoing correspondence prepared by the Records and Communications Division originates in the Crime Records Section.

By reason of the number of errors in correspondence which is occurring on a continuing basis, there has been a total of 52 letters of censure addressed to personnel in the Crime Records Section during the period January, 1957, through April, 1958, under the error program. Thirty-one of the letters have been addressed to Special Agent personnel for specific errors on individual communications; 7 have been addressed to research assistant personnel, and 2 have been addressed to stenographer personnel for errors in individual communications. Five of the letters directed to Special Agent personnel, 4 of the letters directed to research assistants, and 6 letters addressed to stenographers related to nonsubstantive-type errors accumulated in excessive totals during a given period.

**Memorandum for Mr. Tolson**  
**Re: REORGANIZATION OF CRIME RECORDS SECTION**

**PRESENT AND PROPOSED DUTIES OF #1 MAN AND #2 MAN:**

Following are present functions of SA Edward C. Kemper, Jr., who is assigned as #1 Man to the Crime Records Section:

(1) Supervisor in Charge of the Special Projects Unit composed of 4 Agents, 3 clerks, and 1 secretary. This unit handles the following major items:

(A) Ten Most Wanted Fugitive Program and other fugitive matters of public interest, including newspaper mats and television coverage on nationwide basis

(B) FBI notes

(C) Sex Offender Research Project

(D) Parole and Probation Violator Project

(E) Young American Medals

(F) All matters dealing with television programs, radio programs, motion pictures, both at the Seat of Government and in the field.

(G) Press releases emanating from the Seat of Government

(H) Public Law 670, protecting FBI's name

(I) Any matters pertaining to public exhibits, excluding the Seat of Government

(J) Features

Aside from reviewing the material prepared by the other four Agents in the unit, Kemper handles many of these items personally.

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

(2) As #1 Man, Kemper serves on Jones' Desk in his absence.

In addition, he handles special tours, makes speeches, and handles many lectures before various types of training schools.

Under the reorganization, SA Kemper will be relieved of his duties as Chief of the Special Projects Unit. He will function full time as a #1 Man of the entire section, which position is similar to that of an executive officer. His immediate concern will be to assign, follow up, and check on the matters originating in the Special Projects Unit, the Publications Unit, the Research Unit, and the Library Unit. With particular reference to these units, he will relieve the Section Chief, Mr. M. A. Jones, of considerable detail and Mr. Kemper, in turn, will likewise be free of normal Special Agent supervisory duties. Under the reorganization, he will act on Mr. Jones' Desk in his absence. He will continue to handle various types of instruction before training classes; he will handle special tours and the assignment of tours conducted by Special Agents; he will continue to make speeches, will handle whatever special projects are individually assigned to him (i. e. He has been assigned as technical advisor to the production of the motion picture, "The FBI Story"); he will handle personnel and administrative problems (this function has not been centralized heretofore), and will handle inspections of the section.

SA Harold P. Leinbaugh is assigned as Unit Chief of the Correspondence Section. He supervises 4 Special Agents and one research assistant. He also has supervision of the stenographic unit which is comprised of a stenographic supervisor and 16 stenographers. In addition, he has supervision over the typing pool which is comprised of a clerk-typing supervisor and 8 typists. In addition, he has assigned 2 research clerks, 4 correspondence clerks, and 2 printing and publications clerks.

Mr. Leinbaugh has over-all supervision of the distribution of mail which is graded according to its importance, making certain that matters requiring expeditious attention are handled at once.

He initials and sends from the Correspondence Unit mail dealing with routine matters, such as tours, letters to the general public and matters upon which policy has been previously established.

All other correspondence goes directly to the desk of Mr. Jones, the Section Chief.

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

Mr. Leinbaugh also supervises the handling of form mail which in general is the dissemination of correspondence to other Government agencies. In addition, there is a large volume of mail which is sent to individuals requesting general material on the Bureau which does not require prepared correspondence.

Mr. Leinbaugh is also in charge of the replacement of clerks, stenographers, and typists as may be required.

Under the proposed system, Mr. Leinbaugh would act as a #2 Man who would handle and initial out of the section all routine mail, form mail originating in the Correspondence Unit, and all mail which does not involve policy matter or which is not considered in the so-called sensitive classification. He would be relieved of his duties as Chief of the Correspondence Unit. He would serve as Executive Officer, as required, in absence of #1 Man and as Section Chief in case of the absence of both. He would continue to make replacements as needed in the stenographic and clerical line and would have over-all supervision in seeing that matters are handled expeditiously depending upon the need of each individual piece of correspondence. He will also function as training officer for the section making certain that stenographers, typists, and clerks are properly indoctrinated into the functions of the Crime Records Section. It will be his function to reduce and eliminate error in correspondence and relieve the Section Chief of the reading of mail so far as possible.

#### CONCLUSIONS:

(A) The Section Chief, M. A. Jones, should be relieved of the personal approval and reading of correspondence so far as possible, consistent with his obligations as Section Chief to resolve matters of policy, sensitivity, and to give personal attention to correspondence of particular importance. Also, he should be given assistance in the over-all supervision of the section which has a total assigned personnel of 81. The volume and character of the work in the Crime Records Section justifies the recommended reorganization of the section in that:

(1) It will permit the Section Chief to give more personal time to planning and direction of the section on an over-all basis in that he will be relieved of some detailed matters, particularly those of routine character.

(a) He will be relieved of a considerable volume of routine mail which will be screened out by the #1 Man and/or #2 Man.

Memorandum for Mr. Tolson

Re: REORGANIZATION OF CRIME RECORDS SECTION

(b) He will have the benefit of a designated supervisor (#2 Man) charged with training and replacement of clerical employees.

(c) He will have the benefit of a designated supervisor (#1 Man) charged specifically with the handling of day-to-day personnel and administrative matters.

(d) He will have the benefit of designated supervisors, #1 Man and #2 Man, to make day-to-day assignments, follow ups, and checks on matters originating in the various units.

(e) He will have the benefit of the fact that the #1 Man will make regular inspections of space and equipment, as well as other self-inspection type inquiries.

(f) He will have the benefit of added top supervision to promote accuracy in the operations of the section.

(2) It will free the #1 Man, SA Kemper, of his responsibilities as head of the Special Projects Unit permitting him as #1 Man to more completely implement and carry out his assignment as #1 Man sharing the responsibility of the over-all direction and administration of the section.

(3) It will increase supervision and control of correspondence to the extent that a sharp decrease in errors can be reasonably anticipated and in this connection will provide in some measure more time for training in the interest of reducing error in operation.

B. The assignment of an additional Special Agent supervisor is justified by the volume and character of the work pending and normally assigned to this section, irrespective of reorganization. The approval of the reorganization in itself will require the assignment of a new supervisor in replacement of SA [ ] who will be relieved as a Special Agent supervisor in the Publications Unit to assume duties as head of the Correspondence Unit with no personnel available under the suggested reorganization to handle his previous assignment.

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September 4, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

Under date of August 15, 1958, a communication was prepared in the Crime Records Section which failed to contain a salutation in accordance with previously determined policy regarding the person to whom the letter was addressed. This error was the result of negligence and indicates that you had not sufficiently impressed upon your subordinates the need for absolute accuracy and thoroughness.

In view of the above, you should take appropriate steps to insure that your section operates more efficiently and that similar failures do not occur in the future.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

JIC:jma:pmd  
(5)

RECORDED - 143

67-109124-319
Searched
SEP 13 1958

- 1 - Mr. Nease (Personal Attention)
- 1 - SOG Records and Communications Division Personnel File

Based on memo Mr. Nease to Mr. Tolson 8-25-58 GAN:ogh.

4 SEP 12 1958

MAIL ROOM ☐ TELETYPE UNIT ☐

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease

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b7C

DATE: August 19, 1958

FROM : M. A. Jones

*M. A. Jones*

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

SUBJECT: HANDLING OF LETTERS TO SECRETARY [ ]  
AND [ ] OF BRIGHAM  
YOUNG UNIVERSITY

*G. A. Nease*

W. C. Sullivan

The following is submitted concerning the handling of the above letters in this section on August 18, 1958. The two letters were received in this section around the middle of the afternoon and after getting instructions from Inspector McGuire I called SA Harold P. Leinbaugh, who was acting in charge of the Correspondence Unit, to my office. I indicated that good letters were desired to both [ ] and [ ] and that it was imperative that they be gotten up promptly since it was desired that they be sent out to the Director last night. Mr. Leinbaugh gave appropriate instructions to SA [ ], who was asked to prepare the letters. Mr. Leinbaugh states that he checked with [ ] periodically (on at least three occasions) concerning his progress. The finished letters were brought to my desk shortly prior to 5:30 p. m. In looking them over I felt perhaps that [ ] should be referred to as [ ]. Mr. [ ] checked on this matter and found that this was correct which made it necessary to retype both letters and only one stenographer was on duty at this time. The finished letters were taken to your office about 6:45 p. m. Mr. [ ] inadvertently failed to remove the informal slip showing prior invitations for speeches at this University.

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## OBSERVATIONS:

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*M. A. Jones*

67-50940-316

It was Mr. [ ] primary responsibility to prepare both letters and to get them up on time. He failed to be sure what was the proper title for [ ] which made it necessary for both letters to be redone. This was the primary cause of the delay.

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## RECOMMENDATION:

*Letter of censure to [ ] 8/21/58  
Leinbaugh Jones McGuire  
out of [ ] to [ ]*

SENT DIRECTOR FOR APPROVAL  
8-22-58

It is recommended that Mr. [ ] be censured for his handling of these letters.

ADDENDUM: (JIM:SAK) 8-19-58: Mr. Jones was given instructions orally on the handling of these two letters at 2:45 p. m. They were not received in my office until 6:45 p. m., an unreasonable delay of 4 hours. Additionally, the letters were prepared with unfranked envelopes instead of franked envelopes and neither Mr. Leinbaugh, Mr. Jones nor Mr. McGuire of my office noted the informal slip which had been prepared in Mr. Belmont's Office for his information only and which should have been removed from the outgoing material since it was not pertinent. Accordingly, I recommend in addition to Mr. [ ] being censured that Mr. Leinbaugh, Mr. Jones and Mr. McGuire also be censured.

1 - Mr. Mohr  
MAJ:mcq  
(3)

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b7C

3/29/58

*These things are occurring all too frequently in Nease's office. More is to be expected of him.*

Mr. Tolson

August 25, 1958

G. A. Nease

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**HANDLING OF LETTER TO  
[REDACTED] UNDER  
DATE OF AUGUST 18, 1958**

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A letter to [REDACTED] under date of August 15, 1958, was prepared in the Crime Records Section, and it carried the salutation "[REDACTED]". The letter was predicated upon a newspaper column written by [REDACTED] which mentioned the Director's book. The column contained a handwritten notation from [REDACTED] in a rather personal vein. The letter was returned from the Director's Office with the query as to whether or not the salutation should be "[REDACTED]". The Reading Room advised it had a card based on the yellow of a letter prepared in your office on February 12, 1958, to [REDACTED] showing the salutation used at that time as "[REDACTED]". The letter accordingly was reprepared in the Crime Records Section 8-18-58 with the more personal salutation and sent through for approval.

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Special Agent [REDACTED] of the Crime Records Section had the matter assigned to him for handling and prepared the original communication going to [REDACTED] dated August 15. Mr. [REDACTED] has advised that he recognized at the outset that perhaps a "first name" salutation would be in order. He checked the Crime Records mailing list, which was negative, and then had the indices searched and requested File Review to ascertain what salutation was used in prior correspondence. File Review advised him that there was no record of prior correspondence with [REDACTED] since 1951, at which time the salutation "[REDACTED]" was used. Mr. [REDACTED] also checked the editorial ticklers and the "author" ticklers in the Crime Records Section inasmuch as [REDACTED] formerly was with the International News Service. [REDACTED] did not check with the Reading Room as he believed the mailing list material in Crime Records had the same data as the Reading Room. Mr. [REDACTED] subsequently rechecked [REDACTED] and again obtained negative results.

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- 1 - Mr. Mohr
- 1 - Mr. Jones
- ① - Personnel file of Milton A. Jones
- 1 - Personnel file of [REDACTED]

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b7C

GAN:ogh

(6)

67-NOV 1 1958  
3 SEP 8 1958

G. A. Nease to Mr. Tolson memorandum

The first name salutation of [ ] should have been reflected on a reference card maintained in the Crime Records Section mailing list. This salutation was first used on a letter prepared in your office to [ ] transmitting her a copy of "Masters of Deceit." The yellows of all such letters were returned to Crime Records Section after the books were sent out. Various clerical employees, as their work permitted, were utilized to check all the yellows against the mailing list so that appropriate changes could be made to justify it. One of these employees failed to note the letter to [ ] and accordingly, no card was made. It has been impossible to ascertain the identity of the employee who was negligent in this regard. The Reading Room did adjust their records accordingly when the letter passed through there.

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I have checked with the Reading Room and have learned that the outgoing to [ ] dated August 15 was not read in the Reading Room. The yellow shows it was stamped into the Reading Room shortly after 3:00 p.m. on Friday, August 15, but it does not bear the initials of any of the correspondence reviewers. Each of the correspondence reviewers has been questioned by Mrs. [ ] and none recall reading the letter. Mrs. [ ] has thoroughly rechecked the manner in which mail coming into the Reading Room is handled, advising that as soon as it is stamped in by her, she personally makes the distribution to the individual correspondence reviewers and the only logical explanation she can offer is that this particular piece of mail, after being stamped in, was either inadvertently picked up by one of the reviewers with another piece of mail which had already been read and was put in the outgoing to the Director's Office, or that it became attached to another outgoing which had already been approved and it was not then detected that it had not been read.

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Mrs. [ ] advises this is the first instance to her recollection of years in the Reading Room where a piece of mail had been stamped in to be read and had not actually been handled by a correspondence reviewer. All of the correspondence reviewers have been very thoroughly alerted to the need for meticulous care in handling of correspondence on their desks so that each and every page of every item is thoroughly scrutinized and properly handled.

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The error in the salutation came to light when Mr. [ ] on Monday, August 18, began rechecking all sources a third time. It was at this point that the Reading Room, on receiving the inquiry from Mr. [ ] office, advised of the existence of the card showing reference to the salutation [ ] used on the February 12, 1958, letter. Mrs. [ ] handled this inquiry and when the reprepared correspondence came through subsequently Monday afternoon, August 18, she checked it and the yellow bears her initials that it was read by her.

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G. aA. Nease to Mr. Tolson memorandum

**RECOMMENDATION:**

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1. Since Mr. Jones has the over-all responsibility of the Crime Records Section, it is recommended that he be censured because of the failure to have an appropriate reference card on [ ] in the Crime Records Section mailing list.

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2. Mr. [ ], who prepared the initial letter to [ ] did recognize the probable need for a [ ] salutation. He made an above-average effort to run this out. He did not check with the Reading Room, however, which is the one place under the circumstances that could have set him straight. I think, however, he was justified in relying upon the Crime Records mailing list which should have contained all information contained in the Reading Room. This matter has been called to his attention orally and it is therefore recommended that no further action be taken concerning him. The failure in this instance is basically one resulting from the flaw of the administration of the section rather than on the part of the individual.

3. Since I initialled the outgoing letter with the incorrect salutation on it, I have been charged with a reviewing error.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: Sept. 8, 1958

FROM : G. A. NEASE

SUBJECT: MILTON A. JONES  
 Chief, Crime Records Section  
 Records and Communications Division  
 EOD 2/6/39; GS 15, \$13,970

Tolson ✓  
 Boardman ✓  
 Belmont ✓  
 Mohr ✓  
 Nease ✓  
 Parsons ✓  
 Rosen ✓  
 Tamm ✓  
 Trotter ✓  
 W.C. Sullivan ✓  
 Tele. Room ✓  
 Holloman ✓  
 Gandy ✓

XX Page 3

I would like to recommend the replacement of Mr. Milton A. Jones as Chief of the Crime Records Section of the Records and Communications Division. Mr. Jones has been assigned to the Crime Records Section since 2/20/40, and has been chief of the Section since 3/1/44. There is no question about Mr. Jones' loyalty or industry, and he is an intelligent man; however, he has not demonstrated his ability to properly administer the Section under the fast-moving conditions and circumstances facing the Bureau today. Mr. Jones is an introvert, and while he makes a very good personal appearance, he is lacking in the personality qualities which make a good contact man. (Mr. Jones has a penchant for hard work, but he is inclined to attempt to handle too much detail himself rather than hold his individual supervisors responsible for the work assigned to them and for their derelictions.) As examples of this, there was rather recently a failure to promptly acknowledge certain favorable articles appearing in the local papers. Rather than hold the Unit Head who is responsible for newspaper clippings accountable, Mr. Jones informed me he instructed all such clippings to clear through himself in the future. A similar instance arose regarding a failure to follow up the field on a matter -- too long a deadline having been set. Mr. Jones informed me he would personally check all deadline matters in the future. (This has been his trouble -- becoming too burdened with administrative details.) I have come to the conclusion that the administration of the Crime Records Section is beyond his capacity and that he is not affording the proper leadership.

During the past ten months (through 9/4/58) there has been a total of 53 letters of censure written to the personnel of this Section. Mr. Jones has been the recipient of nine of these letters, but he has also been commended on three occasions. Thirty-seven of these letters were sent to supervisors and 16 to clerical employees. With the exception of two sent to clerical employees, as a result of misconduct, the balance were the result of administrative weaknesses. In addition there have been other derelictions, such as improper replies to correspondence, delays in acknowledging correspondence, et cetera.

67-109106-320  
 SEP 10 1958

1- Mr. Mohr

ENCLOSURE

GAN/mek (3)

SEP 24 1958

Memo to Mr. Tolson from Mr. Nease  
re: MILTON A JONES  
Chief, Crime Records Section

( Mr. Jones, while obviously not being able to handle the all around duties of a Section Chief, does have considerable talent along the lines of research and writing. He has on occasion presented good ideas. His services in this capacity can be well utilized within the Crime Records Section.) If he is amenable as a subordinate employee-- and I will, with the Director's approval, discuss this frankly with him, he can fit in ideally as a #2 man to the Section Chief. By way of explanation, in the Crime Records Section there is a Section Chief and two assistants (#1 man and #2 man). The #2 man, which would be Mr. Jones, if approved, would supervise and coordinate the work of the Section dealing with the Library, Research and Publications Units. He would supervise such matters as the Law Enforcement Bulletin, The Investigator, speeches, articles and do research re summary memoranda, books, etc. He would act as #1 man in the absence of Mr. Kemper. There would be approximately eight to ten Agents under Mr. Jones' supervision. The #1 man, Special Agent Edward C. Kemper, will, of course, continue to act in the absence of the Section Chief, handle special projects relating to television, radio, movies and correspondence. (Chart attached - ITEM I) (Present-day Organizational Chart - ITEM II)

The Section Chief, will, of course, have the overall responsibility of the entire Section. He will read all but the less important correspondence, supervise training programs, have overall supervision of articles, speeches, radio programs, etc.

( The person to replace Mr. Jones should have proven administrative ability.) He should preferably have previous experience within the Crime Records Section, certainly as a Bureau supervisor, and he should have some talent for this type of work. I have reviewed the files of various individuals meeting these qualifications (and it is recommended that SAC Scott J. Werner of Denver be transferred to the Seat of Government to function as Chief of the Crime Records Section.)

Mr. Werner was assigned to the Crime Records Section from 3/15/45 until 8/30/46. He likewise served as a supervisor in the Domestic Intelligence and Investigative Divisions from 11/29/42 until he was transferred to the Crime Records Section on the above-indicated date. He is married and has no children. He has been described throughout his Bureau career as an excellent contact man. He should strengthen our contact program.

Mr. Werner entered on duty 11/34/41, and has had extensive field experience. He served as ASAC in the Portland, Honolulu and Omaha Offices, and as SAC in San Antonio, Savannah and Denver. During his assignment in the Crime Records Section, he was described as having written a number of articles and stories and exhibited considerable imagination and initiative. As an SAC he got off to a rather slow start; however, he has shown steady improvement and it has been stated that public relations work is undoubtedly his main forte. He is particularly adept at meeting the public and during his assignments in Savannah and Denver, he has demonstrated his ability as an administrator.

Memo to Mr. Tolson from Mr. Nease  
Re: MILTON A. JONES  
Chief, Crime Records Section

The only employee of the Records and Communications Division who should logically be considered for this assignment is SA E. C. ~~Kemper~~ the present #1 Man in the ~~Crime~~ Crime Records Section. It is believed, however, that Mr. Kemper is best suited for the work he is presently doing, namely, handling special projects involving radio, television and moving pictures.

Briefs of Mr. Jones' and Mr. Werner's files are attached.

RECOMMENDATIONS:

1. That Mr. Jones be replaced as Chief of the Crime Records Section by SAC Scott J. ~~Werner~~.

2. That I discuss this matter very frankly with Mr. Jones to determine his adaptability as a subordinate employee in the Crime Records Section.

3. That Mr. Jones be designated #2 Man in the Crime Records Section with particular responsibility for the Library, Research and Publication Units of the Crime Records Section at no change in grade or salary. Mr. Kemper, who is now in grade GS 15, will continue as Number One Man and with particular administrative responsibility for the Correspondence and Projects Units of this Section, the latter covering such projects as TV matters, radio, motion pictures, et cetera. |

*I suggest Mr. Malone  
check into this when  
he inspects Records  
Division*

*9/19*

-3-

*Noted by Mr. Malone  
9/19/57  
for [unclear]*

PROPOSED ORGANIZATIONAL CHART  
CRIME RECORDS SECTION  
RECORDS AND COMMUNICATIONS DIVISION

---

Section Chief

Overall responsibility of Section

#1 Man

Acts in Section Chief's absence

Correspondence Unit:

(5 Agents, 1 Secretary, 1 Research Assistant  
5 Clerks)

Regular and special correspondence, form mail,  
autographed photographs, statements and short  
articles, editorial records, Time and Attendance  
matters, preparation of Job Sheets.

Special Projects Unit:

(5 Agents, 1 Secretary, 1 Stenographer,  
3 Clerks)

Ten Most Wanted Fugitives, radio and television  
matters, FBI Notes, mat programs on fugitives,  
press releases, King Feature write-ups, photos  
and charts, space, motion picture matters, cartoons,  
tours, Young American Medals, press misquotes,  
public law 670, supplies, research files, NA publicity,  
sex offenders, pardon and parole.

#2 Man

Acts in #1 Man's absence

Library Unit:

(1 Agent, 1 Secretary, 5 Clerks)

Book reviews, Bibliography of Crime and Kindred  
Subjects, criminals killed, service martyrs, Digested  
History of FBI, youth correction, biographical data on  
Director, lectures, liaison with libraries.

Research Unit:

(7 Agents, 1 Secretary, 4 Clerks)

Juvenile Delinquency projects, Not-to-Contact Program,  
summary memoranda, articles, war plans, special  
research, annual report, IACP Items, SAC write-ups,  
relationships with press, preparation of speeches,  
Bureau Officials' commitments, security for Section,  
Director's speech items, Interesting Items to Attorney  
General, Special Tours.

Publications Unit:

(2 Agents, 1 Secretary, 6 Clerks)

FBI Law Enforcement Bulletin, "The Investigator,"  
liaison with GPO, approval of Bureau speakers,  
Interesting Case memos, reprints.

67-1081-6-5-5

ORGANIZATIONAL CHART  
(As of 9/15/58)  
CRIME RECORDS SECTION  
RECORDS AND COMMUNICATIONS DIVISION

Section Chief

M. A. Jones

#1 Man - SA Edward C. Kemper

Acts in Section Chief's Absence

Special Projects Unit:

(5 Agents, 1 Secretary, 1 Stenographer,  
3 Clerks)

Ten Most Wanted Fugitives, radio and television matters, FBI Notes, mat programs on fugitives, press releases, King Feature write-ups, photos and charts, space, motion picture matters, cartoons, tours, Young American Medals, press misquotes, Public Law 670, supplies, research files, NA publicity, sex offenders, pardon and parole.

Publications Unit:

(2 Agents, 1 Secretary, 6 Clerks)

FBI Law Enforcement Bulletin, "The Investigator," liaison with GPO, approval of Bureau speakers, Interesting Case memos, reprints.

#2 Man - SA Harold P. Leinbaugh

Acts in #1 Man's Absence

Library Unit:

(1 Agent, 1 Secretary, 5 Clerks)

Book reviews, Bibliography of Crime and Kindred Subjects, criminals killed, service martyrs, Digested History of FBI, youth correction, biographical data on Director, lectures, liaison with libraries.

Research Unit:

(7 Agents, 1 Secretary, 4 Clerks)

Juvenile Delinquency projects, Not-to-Contact Program, summary memoranda, articles, war plans, special research, annual report, IACP Items, SAC Write-ups, relationships with press, preparation of speeches, Bureau Officials' commitments, security for Section Director's speech items, Interesting Items to Attorney General, Special Tours.

Correspondence Unit:

(5 Agents, 1 Secretary, 1 Research Assistant, 5 Clerks)

Regular and special correspondence, form mail, autographed photographs, statements and short articles, editorial records, Time and Attendance matters, preparation of Job Sheets.

67-109186-200



# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) <i>Jones, Milton A.</i>		2. GRADE AND COMPONENT OR POSITION <i>SA</i>		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <i>annual exam</i>		6. DATE OF EXAMINATION <i>9-23-58</i>	
7. SEX <i>M</i>	8. RACE <i>W</i>	9. TOTAL YRS. GOVT. SERVICE MILITARY      CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT
12. DATE OF BIRTH <i>1-24-13</i>		13. PLACE OF BIRTH <i>Monticello, Ky.</i>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER AND ADDRESS <i>N.N.M.C.</i>			16. OTHER INFORMATION		

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL		LAST SIX MONTHS	
		<b>CLINICAL EVALUATION</b> (Check each item in appropriate column: enter "N. E." if not evaluated)			
NORMAL	ABNOR- MAL				
X		18. HEAD, FACE, NECK, AND SCALP			
X		19. NOSE			
X		20. SINUSES			
X		21. MOUTH AND THROAT			
X		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)			
X		23. DRUMS (Perforation)			
X		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)			
X		25. OPHTHALMOSCOPIC			
X		26. PUPILS (Equality and reaction)			
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)			
X		28. LUNGS AND CHEST (Include breasts)			
X		29. HEART (Thrust, size, rhythm, sounds)			
X		30. VASCULAR SYSTEM (Varicosities, etc.)			
X		31. ABDOMEN AND VISCERA (Include hernia)			
X		32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)			
X		33. ENDOCRINE SYSTEM			
X		34. G-U SYSTEM			
X		35. UPPER EXTREMITIES (Strength, range of motion)			
X		36. FEET			
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)			
X		38. SPINE, OTHER MUSCULOSKELETAL			
X		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS			
X		40. SKIN, LYMPHATICS			
X		41. NEUROLOGIC (Equilibrium tests under item 78)			
X		42. PSYCHIATRIC (Specify any personality deviation)			
Females only		(Check how done)			
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL			

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

10-20-58 SA Jones advised that he obtained new glasses and that his vision is 20/20.

*[Signature]*

ENCLOSURE *[initials]*

67-109106-321

RECORDED - 153 (Continue in item 73) *[initials]*

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																	REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
O.—Restorable teeth      X.—Missing teeth      (6 X 8).—Fixed bridge, brackets to include abutments I.—Nonrestorable teeth      XXX.—Replaced by dentures																	21 1936	
RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT	meets dental standards
	21	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17		

LABORATORY FINDINGS			
45. URINALYSIS: SP. GR. <u>1.011</u>		46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN	SUGAR	MICROSCOPIC	
<u>neg.</u>	<u>neg.</u>	<u>neg.</u>	<u>052621 negative</u>
48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS	<u>negative</u>
<u>within normal limits</u>		<u>audiogram</u>	

~~5-06122-1958~~

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT <b>73</b>		52. WEIGHT <b>192</b>		53. COLOR HAIR <b>lt. brown</b>		54. COLOR EYES <b>blue</b>		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. <b>98.6</b>	
57. BLOOD PRESSURE (Arm at heart level) <b>112/72</b>						58. PULSE (Arm at heart level) <b>80</b>					
SITTING SYS. <b>112</b> DIAS. <b>72</b>		RECUMBENT SYS. <b>72</b> DIAS. <b>56</b>		STANDING (3 min.) SYS. <b>112</b> DIAS. <b>72</b>		SITTING SYS. <b>80</b> DIAS. <b>56</b>		AFTER EXERCISE 2 MIN. AFTER RECUMBENT AFTER STANDING 3 MIN.			
59. DISTANT VISION				60. REFRACTION				61. <b>.62m</b> NEAR VISION			
RIGHT 20/ <b>25</b> CORR. TO 20/				BY <b>S</b> CX				CORR. TO <b>20-12</b> BY			
LEFT 20/ <b>25</b> CORR. TO 20/				BY <b>S</b> CX				CORR. TO <b>20-12</b> BY <b>lenses</b>			
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT			64. COLOR VISION (Test used and result) <b>1946 AOC 18 X 18</b>			65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED					
66. FIELD OF VISION			67. NIGHT VISION (Test used and score)			68. RED LENS			69. INTRAOCULAR TENSION		
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)	
				250 250	500 512	1000 1024	2000 2048	3000 2800	4000 4096	8000 8192	
RIGHT WV 715 SV /15		RIGHT		0	0	0	0	15	30		
LEFT WV 15 /15 SV 15 /15		LEFT		0	0	5	50	55	35		

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

77. EXAMINEE (Check)

☒ IS  
☐ IS NOT

QUALIFIED FOR

**Strenuous Physical Exertion  
and use of Firearms**

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

**S/**

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

**S/**

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF AT-  
TACHED SHEETS

CLINICAL RECORD

CONSULTATION SHEET

REQUEST

TO:

EAR CLINIC

FROM: (Requesting ward, unit, or activity)

STAFF CLINIC

DATE OF REQUEST

9-23-58

REASON FOR REQUEST (Complaints and findings)

This SA, FBI appeared this date for his annual physical examination and it was noted he has never been afforded an audiogram. Please do audiogram for record purposes.

Thank you,

PROVISIONAL DIAGNOSIS

b6  
b7C

APPROVED

PLACE OF CONSULTATION

☐ BEDSIDE ☐ ON CALL

☐ EMERGENCY

☐ ROUTINE

LT. MC, USN CONSULTATION REPORT

9/23/58

Bilateral high tone hearing loss.  
Suggest re-check by audiometer every  
year at annual physical

b6  
b7C

(Continued on reverse side)

SIGNATURE AND TITLE

DATE

IDENTIFICATION NO.

ORGANIZATION

PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)

REGISTER NO.

WARD NO.

JONES, MILTON A.

67-109106-321  
SPECIAL AGENT, FBI

CONSULTATION SHEET  
Standard Form 513

ENCLOSURE

## ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION

## FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER

Name of Examinee: JONES MILTON A.  
 (Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
11	67
14	68
17	69
46	71
48	72
49	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

TO BE ANSWERED IN THE CASE OF ALL MALE EMPLOYEES AND MALE APPLICANTS:

- Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?  
☒ No ☐ Yes. If "yes" please specify defects. \_\_\_\_\_
- Does examinee have any defects prohibiting safe operation of motor vehicles?  
☒ No ☐ Yes. If "yes" please specify defects. \_\_\_\_\_

67-109106-321

# Weights for Males

Height Feet-Inches	SMALL FRAME		MEDIUM FRAME		LARGE FRAME	
	Desirable	Maximum	Desirable	Maximum	Desirable	Maximum
5 4	121-131	143	129-139	152	136-148	162
5 5	124-134	146	132-142	155	140-152	166
5 6	128-138	151	136-146	160	144-157	172
5 7	131-142	155	140-151	165	148-161	176
5 8	135-146	160	144-155	170	152-165	181
5 9	139-150	164	148-159	174	156-170	186
5 10	143-154	168	152-163	178	160-175	192
5 11	147-159	174	156-168	184	164-180	197
6 0	152-164	179	161-173	189	169-185	203
6 1	158-170	186	166-179	196	174-191	209
6 2	163-175	192	171-184	201	179-197	216
6 3	168-180	197	176-189	207	184-202	221
6 4	174-186	204	182-195	214	190-208	228
6 5	180-191	209	188-201	220	196-214	234

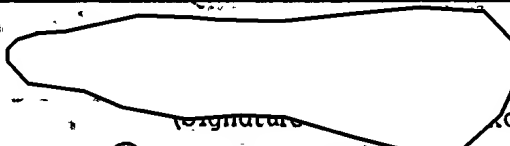
3. Examinee's frame is ☐ small ☒ medium ☐ large

4. Considering above weight table the examinee's frame and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose \_\_\_\_\_ pounds

☐ gain \_\_\_\_\_ pounds

Remarks: I have been one pound over desirable on chart. However I feel that he is satisfactory.



(Examiner)

9-23-58

(Date)

b6  
b7c

October 31, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau has noted a serious inadequacy in your work performance. You were aware of the receipt on October 29, 1958, of a communication concerning a highly controversial situation, and you did not take appropriate steps to have this matter brought immediately to my attention. Furthermore, your approval of a suggestion that no action be taken concerning the communication in question reflects bad judgment and indifference on your part.

Hereafter, you will be expected to manifest a more alert regard for the best interests of the Bureau, and it will be necessary for you to carry out your responsibilities with better judgment so that you will not again be chargeable with a dereliction of this type.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

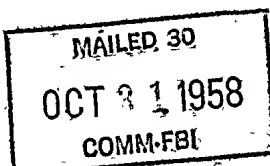
TJN:dpm  
(5)

1 - Mr. Nease (Personal Attention)

1 - SOG Records and Communications Personal File

Based on Memo from Mr. Nease to Mr. Tolson 10-29-58 GAN:jmr

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



MAIL ROOM ☐ TELETYPE UNIT ☐

OCT 31 11 29 AM '58  
REC'D-READING ROOM  
F B I

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Neasey

DATE: January 13, 1959

FROM : M. A. Jones ✓

b6  
b7C

SUBJECT: LIEUTENANT COMMANDER [REDACTED]

b6  
b7C

M. A. Jones

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Neasey \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

As a matter of record, you are advised I was interviewed today by Special Agent [REDACTED] of ONI concerning the above individual who is up for a security clearance.

b6  
b7C

I have known [REDACTED] since 1931 and, accordingly, I advised [REDACTED] of my acquaintanceship and my views as to his character, etc. It was stressed that my comments were strictly in my capacity as a friend and not in my official connection with the Bureau.

RECOMMENDATION:

For information.

MAJ:mcq  
(2)

67-	109106-323
Searched	Numbered
4 JAN 15 1959	

2 JAN 20 1959

2 JAN 16 1959

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

12-30-58

I certify that I have received the following Government property for official use:

~~returned~~

<sup>507</sup> <sup>506</sup> <sup>147</sup>  
Keys to Rooms 5348, 5625, 5630  
(For Tel-Key cabinet)

FILE

3-M

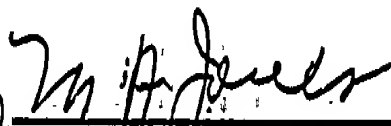
PER 

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking care  
of it and returning it when its use has been completed.  
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN  
ANY WAY. NOT RECORDED

Very truly yours,

(Written  
Signature)



(Typed  
Signature)

Milton A. Jones

3 JAN 3 1959

(5)

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

12/18/58

I certify that I have ~~received~~ the following Government property for official use:

~~received~~  
*RETURNED*

Manual of Technical Equipment # 582  
(old issue)

*destroyed*  
*ll*

FILE

3-M

PER *ll*

Very truly yours,

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

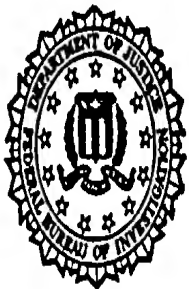
(Written  
Signature)

*Milton A. Jones*

(Typed  
Signature)

Milton A. Jones

RECORDED  
8 DEC 19 58



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

RE: SA

MILTON A. JONES  
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
<u>Fannie M. Jones</u>	<u>Wife</u>	<u>10-11-58</u>
Address		
<u>Rt 4, Box 438 Runnells Va</u>		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Relationship	Date
<u>Fannie M. Jones</u>	<u>Wife</u>	<u>10-11-58</u>
Address		
<u>Rt 4, Box 438 Runnells Va</u>		

31

1 NOV 10 1958  
NOV 8 1958

Very truly yours,

Milton A. Jones  
Special Agent

MR. TOLSON

October 29, 1958

G. A. NEASE

The Director has inquired why the attached wire from certain groups in California protesting paid political broadcasts containing an attack on the Catholic people and the Catholic Church was not called to his attention.

This wire was received in the Communications Section at 8:04 this morning and since it appeared to the employee in the Teletype Room that it was something that should be handled in the Crime Records Section, the original and the copy were routed to the Crime Records Section where it was stamped in at 9:14 A.M. The clerk in Mr. Jones' office carried the teletype direct to Special Agent [redacted] read the teletype and routed it to Mr. Jones with two notations thereon: (1) "On surface, it appears that no reply is requested. (2) This is a political-religious-social controversy in which Bureau should not be injected by replying." Mr. Jones, upon receiving the teletype from Special Agent [redacted] called [redacted] and asked him if he was certain in his judgment. [redacted] replied "Yes." Jones then throw out the teletype. Mr. [redacted] had previously initialed the teletype for file, which indicated no further action was necessary.

b6  
b7C

b6  
b7C

b6  
b7C

b6  
b7C

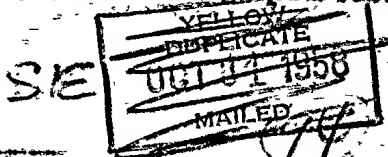
At 10:24 A.M. this morning, I received a call from [redacted]. He stated he had a query from a San Francisco paper as to whether the Department or the Bureau had received any mass protest regarding "hate" talk being put out over the radio in California regarding taxing of nonprofit parochial schools; supposedly such a protest had been sent to the President, the Vice President, and the FBI. [redacted] did not know from whom such protests might have come nor did he have any further details. Thinking that this would be something that would come within the scope of the Domestic Intelligence Division or the Investigative Division, I checked with both, who advised they had seen nothing and I so advised [redacted]. A copy of my memorandum was routed to Mr. Jones. The copy of my memorandum reached Mr. Jones around 12:30 P.M. Upon seeing the memorandum, it is his recollection that he checked with Supervisor [redacted] to ascertain if the wire in question could pertain to the subject matter of my memorandum and it was agreed that it did. He recalls that he called me around 1 o'clock and told me about it and I thereupon told him that I wanted

Tolson  
Belmont  
Mohr  
Nease  
Parsons  
Rosen  
Tamm  
Trotter  
W.C. Sullivan  
Tele. Room  
Holloman  
Gandy

Enclosures  
1-Mr. Holloman  
1-Mr. Rosen  
1-Mr. Jones  
1-Personnel file of M. A. Jones  
1-Personnel file of [redacted]  
1-Personnel file of [redacted]  
MAIL ROOM  
TELETYPE

GAN:jmr (9)

b6  
b7C



67-NO.

3 NOV 12 1958

**Memorandum to Mr. Tolson from G. A. Nease**

to see the wire. He arranged for the third copy of this wire to be forwarded to me from the Communications Section. Mr. Jones advised me that he thought the wire required no action and I told him that he should immediately check the files on the individuals signing the wire and prepare a memorandum and send it through for consideration with the appropriate recommendations. This memorandum is attached, having been received in my office at approximately 6:15 P.M. tonight.

It is my recollection that this wire arrived in my office around 1:30 P.M. since I was preparing to go to lunch but first I called [redacted] to advise him that such a wire was here. I found out, however, that he was at lunch and I asked Mr. Wick to reach him as soon as possible and advise him. This Mr. Wick did between 1:40 and 1:45 P.M. upon [redacted] return from lunch. As indicated in Mr. Wick's memorandum, he simply told [redacted] we had received such a wire and for his information he told [redacted] who had sent the wire and that we did not intend to comment upon it. He told Mr. Wick that he would indicate to the California newspaper from which he had received the request that we had received the wire and he would tell them no more. Mr. Wick dictated a memorandum to this effect but prior to the time the memorandum was transcribed, a statement was noted on the United Press International (UPI) ticker indicating that the Director of the FBI had been urged to make a statement denouncing the alleged attacks and this item allegedly quotes the FBI and states that the Director declined to comment on request for a statement. Mr. Wick's memorandum was redictated pointing out that we had not talked to UPI or anyone else regarding the matter. A copy of the wire was attached to the memorandum prepared by Mr. Wick which reached the Director's Office at 4:54 P.M.

**CONCLUSION:**

Obviously, this wire should have been immediately called to the Director's attention. I did not realize that it had not been to the Director's Office until seeing the original late this evening. I think the Teletype Room is justified in sending the wire directly to Mr. Jones' section. Mr. [redacted] and Mr. Jones erred in not properly analyzing the wire. Likewise, I erred on the occasion of Mr. [redacted] first call in not having checked with Mr. Jones' section to be certain that the Records and Communications Division had not received anything concerning this matter. Had I done so, this matter would have been called to the Director's attention much earlier.

Memorandum to Mr. Tolson from G. A. Nease

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I attempted to reach [ ] this afternoon concerning the UPI news flash to ascertain what the facts were in the matter but he had departed for the day and this will be handled the first thing tomorrow morning, 10-30-58.

Due to the controversial nature of this wire, it is not felt that the Bureau should acknowledge same.

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RECOMMENDATIONS:

(1) That Messrs. [ ] and Jones be censured for not recognizing the importance of this wire when it was received in the Crime Records Section, so that it could be called to the attention of appropriate Bureau officials.

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(2) That I be censured for not checking with the Crime Records Section upon receipt of Mr. [ ] call at 10:24 this morning and, upon learning that there was such a wire, for assuming that it had been in the Director's Office even though I did order a file check and a memorandum prepared.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: December 2, 1958

FROM : MR. Q. TAMM

SUBJECT:

[REDACTED]  
 Research Clerk, Crime Records Section  
 Records and Communications Division  
 GS-5, \$4,340  
 Nonveteran; Not on Probation

DAVID W. BOWERS  
 Special Agent; GS-12, \$8,570  
 Records and Communications Division  
 Crime Records Section  
 Veteran; Not in Reserve  
 Not on Probation

HAROLD P. LEINBAUGH  
 Special Agent; GS-14, \$11,835  
 Crime Records Section  
 Records and Communications Division  
 Veteran; Not in Reserve  
 Not on Probation

MRS. [REDACTED]  
 [REDACTED] MASSACHUSETTS  
 REQUEST FOR DIRECTOR'S PHOTOGRAPH

BACKGROUND:

By letter to the Director 11/15/58, Mrs. [REDACTED] requested autographed photograph of the Director to present to her husband on his birthday.

After failing to effect identification of writer, [REDACTED] or husband, [REDACTED] through check of Bureau files and Identification Division records, in-absence letter dated [REDACTED]

## Enclosures

HNB:wmj

(8) HNB:wmj

cc - Personnel file of SA Leinbaugh

cc - Personnel file of SA Bowers

cc - Personnel file of [REDACTED]

cc - Mr. Mohr

I JAN 27 1959

b6  
b7C

Tolson \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

b6  
b7Cb6  
b7C*\*Crime Records*109106-324  
59b6  
b7CLtr of Censure to [REDACTED], Bowers.  
Leinbaugh + Jones 12/5/58 JLC smk.b6  
b7C

3/110

Memo for Mr. Tolson

11/21/58 sent to writer and Boston Office requested to identify these two individuals. Subsequently determined Mrs. [ ] wife Special Agent [ ] currently assigned to Boston Office. Requested photograph thereafter sent by Bureau letter 11/26/58 airmail, special delivery. Director noted, "I want this mixup tied down promptly." b6 b7C

In response to the Director's note, memorandum 11/28/58 M. A. Jones to Mr. Nease (attached) prepared. Memorandum sets forth in detail various explanations as to why identification was not originally made, and concludes by recommending no administrative action since fixing of responsibility difficult to establish. Concerning this memorandum of 11/28/58, Mr. Tolson noted, "This is not clear and Inspector should look into it." The Director noted, "I agree with Tolson. Inspector should go into this as it looks like confusion worse confounded."

INSPECTOR'S FINDINGS:

Records Service Unit reflect telephone call received from [ ] 10:30 AM, 11/19/58. Request made by [ ] to conduct limited search of names [ ] and [ ] of Massachusetts. Records further reflect that at 11:30 AM, 11/19/58 [ ] telephonically contacted by employee [ ] who conducted requested search. This search revealed that one reference was found to a [ ] 2 references for [ ] and 1 main file (67-Bureau applicant) on a [ ] of Oregon. [ ] specifically recalls furnishing results of search to [ ] and that she accepted two references, but refused the 67 main file and one other reference as they were out of locality (not in Massachusetts). To substantiate recollection, the two references refused are crossed out in the work papers maintained by [ ] This particular system of crossing out references that are refused is maintained in order to fix responsibility in just such cases as the present one. These work papers are maintained for three months plus current month. b6 b7C

Work papers maintained by the Identification Division reflect request was received 11/19/58 for a criminal record check on [ ] and [ ] made this requested search in the Card Index of the Identification Division and located a possible b6 b7C

Memo for Mr. Tolson

criminal record, which is noted on the work papers, as well as a personnel card showing [redacted] was a Bureau employee. This latter was not noted on work papers. [redacted] stated that she furnished results of check to Mrs. [redacted] of the Identification Division and specifically recalls finding the record on the Bureau employee since it was unusual and the first personnel card she had ever located on such a search. It should be noted that the names of Bureau employees are maintained in the Card Index Section of the Identification Division.

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Mrs. [redacted] advises that she does not recall the specific case in question since she receives such a tremendous volume of requests. She added, however, that if the information was furnished to her that a Bureau employee's card had been located, she certainly would have furnished to person making request.

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[redacted] advises she cannot recall if the 67-Bureau applicant main file reference was called to her attention by [redacted]. However, she added that she has standard practice of accepting any Bureau applicant reference when received. [redacted] related that she specifically recalls being advised by the Identification Division that one criminal reference was found on a [redacted] (determined not identical with Bureau employee) and that no mention was made that a record was located of a Bureau employee by same name.

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#### OBSERVATIONS:

Satisfactory file review was conducted by Service Unit and had the 67-Bureau applicant reference been accepted by [redacted] positive identification would have been made since the reference found is the main file of our Bureau employee. Work papers maintained by this unit are also satisfactory since responsibility can be fixed by review of same.

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Satisfactory file review conducted by Identification Division. Employee requested to make criminal check and went one step further and found record of Bureau employee. Her reason for such recollection appears most valid. However, fixing responsibility as to whether pertinent information furnished [redacted] not possible since work papers maintained by Identification Division reflect only

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Memo for Mr. Tolson

that a criminal record located but was not identical. For remedial action to avoid recurrence see recommendations.

Review of incoming letter from Mrs. [ ] gives clear indication that she was the wife of a Bureau employee. This conclusion based on following two statements appearing in letter: "He doesn't know I am writing to you so please send it directly to me here at home," and "I will be very glad to pay you for it if you will let me know the cost for I realize if you sent one to very many of your Agents it would run into a handsome expense." There is certainly sufficient information set forth above indicating that a check of personnel files and/or Movement Unit was feasible, warranted, and necessary.

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In summation, it appears that this entire problem was due to inadequate appraisal of incoming correspondence and failure to follow information furnished by Service Unit to logical conclusion, which would have effected positive identification.

RECOMMENDATIONS:

1. Notation is always made on work papers, Identification Division, of various criminal records found as result of requested searches. Effective immediately it is recommended that notation also be set forth when any record found on Bureau personnel. This will fix responsibility in the event any matter similar to present one should arise in the future.

Agree  
JRM  
12/2

Agree  
12-2

Agree  
JRM  
12/2

Yes  
JRM

b6  
b7C

2. That [ ] be censured for failing to adequately appraise or evaluate incoming correspondence, for failure to follow indices check to logical conclusion

Agree  
JRM  
12/2

- 4 -

Yes  
JRM

Agree  
JRM  
12/2

Memo for Mr. Tolson

b6  
b7C

and for failure to accept responsibility of same when records indicate necessary information made available to her to effect positive identification

[REDACTED]

Jagme  
JPM  
12/2

Jagme  
JPM  
12/2

Jagme  
JPM  
12/2

b6  
b7C

3. That Special Agent David W. Bowers, who dictated the in-absence letter to Mrs. [REDACTED] be censured for failure to properly evaluate incoming letter and for failure to question the fact that no record was located.

Jagme  
JPM  
12/2

Jagme  
JPM  
12-2

Jagme  
JPM  
12/2

Jagme  
JPM  
12/2

4. Memorandum of 11/28/58 was prepared by Harold P. Leinbaugh. It is recommended that he be censured for failure to present crystal clear version of entire matter in this memorandum and for failure to fix responsibility when same was possible. Censure is also recommended for Mr. M. A. Jones, who approved this memo.

Jagme  
JPM  
12/2

Jagme  
JPM  
12-2

Jagme  
JPM  
12/2

Jagme  
JPM  
12/2

b6  
b7C

PERMANENT BRIEFS OF SAS LEINBAUGH AND BOWERS ATTACHED.  
PERMANENT BRIEF OF [REDACTED] ATTACHED.

MILTON A. JONES

RECORDS & COMMUNICATIONS DIVISION

PAYROLL #13668

EOD: 2/6/39

CHIEF, CRIME RECORDS SECTION

GS-15, \$13,970

Not on Probation

INSPECTOR IN CHARGE G. A. NEASE:

Mr. Jones makes an excellent personal appearance, is of above-average intelligence, is quiet by nature, and is pretty much of an introvert. He has been continuously assigned to the Crime Records Section of the Records and Communications Division since February 20, 1940, and has been Chief of the Crime Records Section since March 1, 1944. His field experience is quite limited, consisting of less than one year in the field service, although he did serve in two field offices and was a Resident Agent at Youngstown, Ohio.

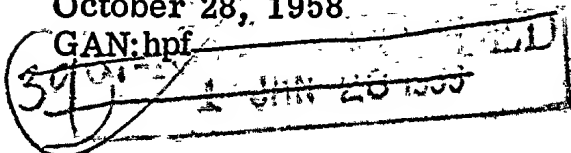
Mr. Jones unquestionably has an extensive knowledge of his section and of public relations work generally. He is particularly adept at organizing and doing research work, and it is believed that this is his best qualification. During the past year there have been numerous letters of censure directed both to Mr. Jones and those under his supervision, most of which resulted from errors and delays in handling correspondence, the errors being primarily of a clerical nature. There has been a question in my mind as to whether Mr. Jones had the necessary forcefulness, personality and leadership ability to direct the activities of the Crime Records Section under the fast-moving situations facing the Bureau today. He has been inclined to attempt to do too much of the work himself rather than delegating it, thus, permitting himself to become bogged down.

In all fairness, however, I should like to state that some months ago the section was re-organized to relieve Mr. Jones of some of the duties he had been handling to enable him to give closer attention to the over-all supervision of the section. Unfortunately, we have never been able to come up to our full personnel strength in the section for any period of time. This re-organization is now beginning to pay results and there has been a decided improvement in the Crime Records Section within the past two months. Errors in correspondence have noticeably decreased. The quality of the work is better, even though the section has been heavily burdened with numerous special projects. It is apparent that Mr. Jones has taken hold of his section recently

Records and Communications Division Inspection

October 28, 1958

GAN:hpf




*Handwritten signature and initials:*  
2/6/39  
3/10

in a much more firm manner than he has in the past.

Since his last rating period, Mr. Jones has been the recipient of seven letters of censure and one memorandum has been placed in his file, all relating to inadequacies, delays or errors in correspondence handled in the Crime Records Section.

In evaluating Mr. Jones' work over the past year, I am displeased with his performance and, as you are aware, a few weeks ago recommended his removal as Section Chief. As indicated, however, there has been a decided improvement in Mr. Jones' performance during recent weeks. Particularly, within the last month, there has been a tremendous volume of special work to be coped with in the Crime Records Section. He has risen to the occasion and if there can be some assurance that his present standard of performance will continue, he should be able to continue to function in his present capacity. At this time, his work performance can be rated as satisfactory.

Rating: SATISFACTORY

INSPECTOR J. F. MALONE:  Mr. Jones has an excellent knowledge of the operations of the Crime Records Section. He is a hard worker. He handles a great deal of <sup>the</sup> volume of work to the detriment of the over-all operation of the section. The section, as the inspection indicated and as Mr. Jones was advised, is badly in need of leadership. Whether or not Mr. Jones is capable of giving the necessary leadership remains to be seen. Mr. Nease recommended Mr. Jones removal as head of the Crime Records Section and then retracted with the thought that Mr. Jones had shown considerable improvement during the recent past and should be given an opportunity to demonstrate his ability under the new reorganization plan of the Section. The Inspector discussed the many weaknesses found during the inspection of the Crime Records Section. Mr. Jones has a good attitude and has indicated he is desirous of improving the operation of the section if given the opportunity. Inspector agrees with Nease that Jones should be given an opportunity to demonstrate any leadership qualities he may have under the new reorganization

Records and Communications Division Inspection

October 28, 1958

GAN:hpf:fml

program. If these qualities are not forthcoming within the reasonably near future, his performance should be re-evaluated with a view toward his reassignment to another spot.

RECOMMENDATION: Continue in present assignment.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease *[Signature]*

DATE: January 12, 1959

FROM : M. A. Jones *[Signature]*

SUBJECT: CAPTION ON ANNIVERSARY PHOTOGRAPH

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Nease *[Signature]*  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 W.C. Sullivan \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

On January 8, 1959, SA Howard Fletcher, Jr., of the Washington Field Office was presented a 20-Year Service Award Key by the Director. A photograph was taken at the time of the presentation, and the caption affixed to this photograph stated that the ceremony took place on January 8, 1958.

The caption was a standardized form-type caption used for photographs of presentations of this type, such as anniversaries, incentive awards, etc. The name of the individual and date are changed, of course, each time the caption is used. Miss  who typed this caption, has been orally admonished.

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b7C

RECOMMENDATIONS:

1. That SA  be charged with a review error, inasmuch as he had an opportunity to review the caption.

b6  
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*M. A. Jones*  
 2. That I be charged with a review error, inasmuch as I also had an opportunity to review the caption.

1 - Mr. Mohr

MAJ:ogh

(6)

E B I

REC'D - ADMIN DIV

RECORDED - 149

67-460 855-120	
Searched _____	Numbered <i>51</i>
1 JAN 19 1959	

*3/10*

December 5, 1958

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

b6  
b7C

Dear Mr. Jones:

You reviewed and approved a memorandum dated November 28, 1958, setting forth the results of an inquiry into the mishandling of correspondence received from Mrs. [REDACTED]. This memorandum was inadequate in that it did not clearly set forth the circumstances, it failed to fix responsibility for certain derelictions, and it did not contain recommendations for appropriate administrative action. You should have detected these weaknesses and taken steps to have them corrected.

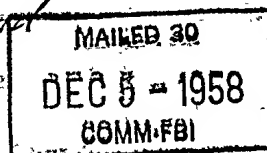
Accordingly, you should insure that in the future any similar problems are handled thoroughly and adequately with proper consideration given to the Bureau's best interests.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

JIC:pmd  
(5)



DEC 5 3 35 PM '58  
REC'D - READING ROOM  
FBI

1 - Mr. Nease (Personal Attention)

1 - SOG Records and Communications Division Personnel File

Based on memo Mr. Tamm to Mr. Tolson 12-2-58 HNB:wmj.

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

59  
JAN 27 1959  
WST  
NIC  
JIC:pmd

January 28, 1959

PERSONAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

RECORDED - 147

67-109106-326	
Search	Numbered
9 JAN 29 1959	

The recent inspection of the Records and Communications Division disclosed weaknesses in your supervision and administration of the Crime Records Section. Specifically, the inspection revealed an untidy appearance existed in some units of the section and this could have been avoided by better housekeeping habits and tighter administrative control even though there was a shortage of adequate space. The Inspector noted low production in the stenographic pool; two stenographers were without regularly assigned typewriters from May through October, 1958; there was an inadequate system for following delinquent work and the procedure for charging out reference material maintained by the section left much to be desired. Furthermore, although you were aware that problems affecting morale existed among certain of your subordinates you did not thoroughly analyze the situation and you failed to provide these employees with the leadership and indoctrination necessary to offset any feelings of frustration and self-pity on their part.

Under a recently adopted reorganization plan the Inspector also noted a considerable improvement in the Crime Records Section; nevertheless the foregoing weaknesses disclose your failure to give necessary attention to the over-all operation of the section and, accordingly, you are being placed on probation. You should immediately take necessary steps to correct the shortcomings discovered during the inspection and it will be incumbent upon you in the future to provide the firm, but fair, leadership and guidance essential if the Crime Records Section is to function effectively.

- TJN:pmd (8) pmd  
1 - Mr. Tamm (Inspector's Aide)  
1 - Movement  
1 - Personnel Actions  
1 - Records and Communications Division Personnel File

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

Based on memo  
Mr. Tamm to Mr. Tolson  
1-16-59 JFM:wmj.

MAILED 25  
JAN 28 1959  
COMM-FBI

Tolson \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

1 - Mr. Nease (Personal Attention)  
MAIL ROOM ☐ TELETYPE UNIT ☐  
See Note on page 2.

Mr. Milton A. Jones  
Washington, D. C.

**NOTE:** Mr. Jones should be supervised closely. In 90 days submit a special performance rating report concerning him, together with an appropriate recommendation regarding his removal from probation.